UBC a place of mind Faculty or Office Location Department THE UNIVERSITY OF BRITISH COLUMBIA Program, Research Group or Institute Location 100 - 1234 Main Mall Vancouver, BC Canada V6T 1Z1 Phone 604 822 1234 Fax 604 822 5678 www.123.ubc.ca Date Addressee BUSINESS STREET ADDRESS CITY COUNTRY POSTAL CODE Dear Addressee, When typing a letter, follow this page as a guide. This letter is an example of the typical format for a letterhead. The clean and organized structure of the flush-left format gives your business communications a highly professional profile. Set the left margin of the page at 1.5". Begin the date 2" down from the top of the page. Skip one line and type the Addressee's name and address flush left with the date. Skip three lines between the last address line and the salutation. Skip one line between the salutation and the body of the letter. Do not indent at the beginning of paragraphs, and always skip one line between paragraphs. Having completed your letter, skip two lines between the last line of the last paragraph and the closing. Then skip four or five lines between the closing and the Sender's typed name, which will allow enough space for the Sender's signature. Sincerely, Sender's Name SN:tn

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## Page 2

When typing a 2nd sheet, follow this page as a guide. This sheet is an example of the typical format for a 2nd sheet. The clean and organized structure of the flush-left format gives your business communications a highly professional profile.

Set the left margin of the page at 1.5". Begin the page number 2" down from the top of the page. Skip one line and type the body of the letter. Do not indent at the beginning of paragraphs, and always skip one line between paragraphs.

Having completed your letter, skip two lines between the last line of the last paragraph and the closing. Then skip four or five lines between the closing and the Sender's typed name, which will allow enough space for the Sender's signature.

Sincerely,

Sender's Name SN:tn

JBC a place of mind Faculty or Office Location Department THE UNIVERSITY OF BRITISH COLUMBIA Program, Research Group or Institute Location 100 - 1234 Main Mall Vancouver, BC Canada V6T 1Z1 Phone 604 822 1234 Fax 604 822 5678 www.123.ubc.ca Fax Date September 13, 2010 То AB Name Fax Number 604 822 1234 From CD Person Reference Fax typing guide Notes/Comments When typing a fax, follow this page as a guide. This page is an example of the typical format for a fax cover sheet. The clean and organized structure of the

> flush-left format gives your business communications a highly professional profile.

Set the left margin of the page at 2.5" and right margin at 1". Begin the date 2.75" down from the top of the page. Use Arial or Times at 14 pt with 24 pt leading. Do not indent at the beginning of paragraphs, and always skip one line between paragraphs.

## Number of Pages One

If you do not receive ALL the pages shown as being transmitted or if you have other queries regarding this transmission

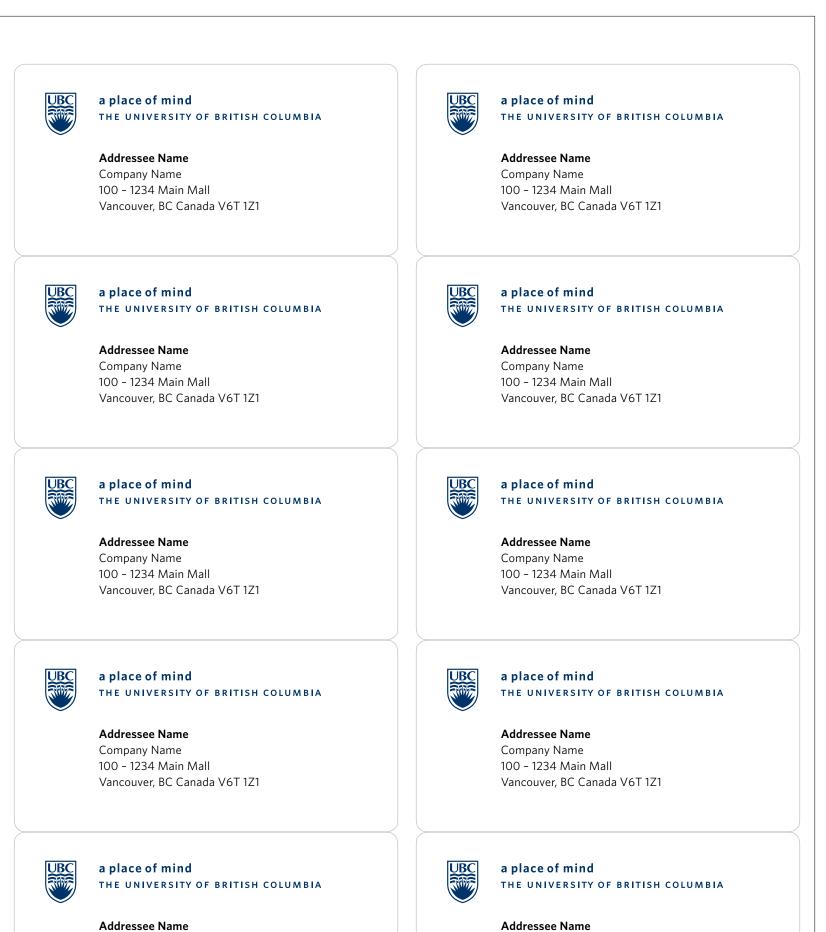
Please contact: **CD** Person

CONFIDENTIALITY NOTICE: This transmission and the documents accompanying it contain confidential information, and are intended only for the use of the specific individual or entity to which it is addressed. If you have received this transmission in error, please notify us diately by telephone and return the original transmission to us by mail. Thank you

a place of mind UBC Faculty or Office Location Department THE UNIVERSITY OF BRITISH COLUMBIA Program, Research Group or Institute Location 100 - 1234 Main Mall Vancouver, BC Canada V6T 1Z1 Phone 604 822 1234 Fax 604 822 5678 www.123.ubc.ca Memorandum Date September 13, 2010 То AB Name **CD** Person From Subject Fax typing guide

When typing a memo, follow this page as a guide. This page is an example of the typical format for a memorandom. The clean and organized structure of the flush-left format gives your business communications a highly professional profile.

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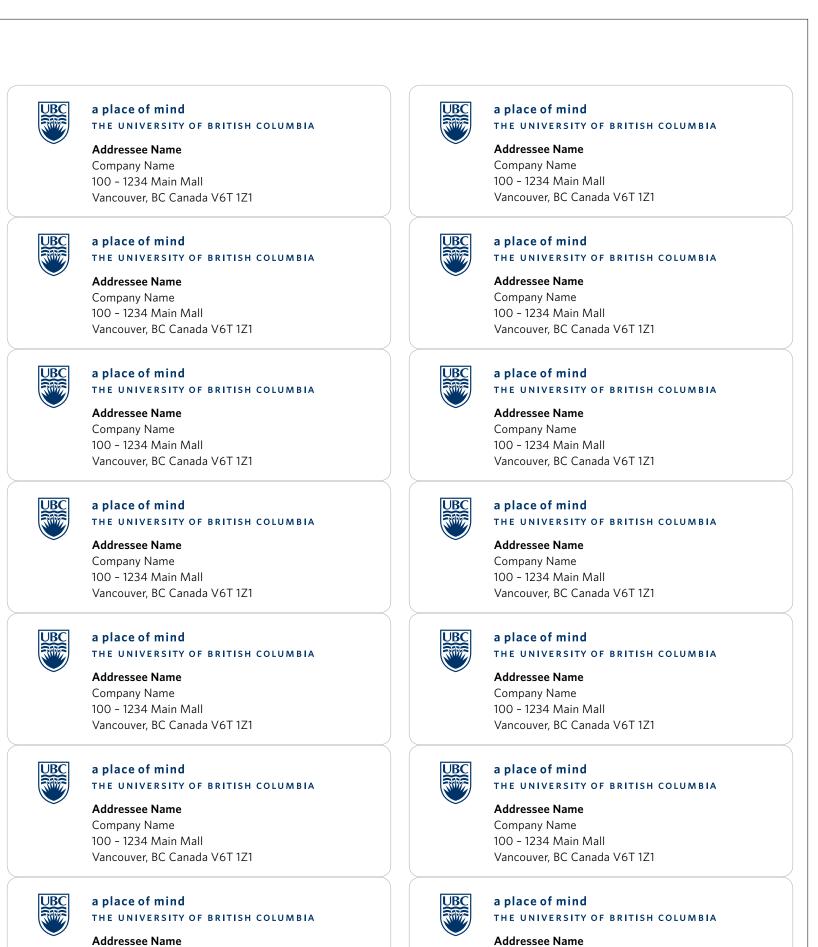
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Company Name

100 - 1234 Main Mall

Vancouver, BC Canada V6T 1Z1



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