

Page margins should be 1" for top, bottom, left and right



Your Name  
Office or Department Name

SLPS logo and "Office or department name" should sit at 1" below top of page

"Your name" and "your title" should be Myriad Pro Bold size 12, flushed right and blue (RGB: 27, 72, 154)

Myriad Pro size 12; two returns after header → Date

Name  
Title  
Company  
Street  
City, State ZIP ← Myriad Pro size 12; three returns between address and date

Myriad Pro size 12; two returns between address and greeting → Dear,

Garamond size 12; two returns after greeting; paragraph indent .5" →

I quae velis consequatur rem que pelenderum quis quia ium im quia voluptas exerci veror re restotas ut liqui beaquam que idipsam eni coreri qui aut a voluptis dolest velest, isciae doluptate rese veliquo cust quia core, experis nos nossuntur alic tori tem reperum hita endis serum sequiatur alitatur? Qui totaspriet dolupta tiscientio. Ut qui inte iurerum ut vel et re nossi temporrum quo des qui simust esequis et etur, a vidis et ullam is min ped molenim inturi del experspelia con ra quibusamet molum esti ut officidunt aliquae nos ut lant, sum fugit, voluptio berum doluptur ratibus resto ea quisciendia cus, voluptist, unt quis consenias repe core videm qui vellit laut ducil ipiciat.

Vid mo everovit, sint essinis mi, ommodis que voloreium repuda pa sint pra voluptae eum harum litatia essit ex eaquia dolore volores tiscipsam, volestoraepe as volene eumquod quae con pro mollaboriam, as quassunt, vidus, iminusd aestis eicae voluptatem nobit, imo escipsaperia ad ut faccatqui nemporeiur?

Em. Ad quaectotat asit endam fugiant essunto eumquatur, et quas voluptat eos ilibus sinctione pa autae sum nit velent voluptam qui duciis re di is et omnis et as de quis sit pa nam velestium fuga.

Myriad Pro size 12; two returns after body → Sincerely,

*Your Signature* ← Hand signed or added as a .jpeg

Myriad Pro size 12; two returns after signature → Your Title

Information should be .5" from the top and bottom of a 1" header

Myriad Pro Bold size 12, centered and blue (RGB: 27, 72, 154)