­January 1, 2018

Mr. John Smith

Any Organization

1234 Any Street

Anytown, USA 12345

Dear John:

The public rarely sees a letterhead without a typewritten message on it. When a letter is typed on the System Letterhead, in a sense, the design of the letterhead is completed. The style or format of the letter is an important part of the overall design of your company’s stationery.

This is a sample of one typewritten format on company stationery. As you can see, all the type-written elements are “flush left” on the page. This format is double-spaced between paragraphs but single-spaced within the paragraph. There are no paragraph indentions.

This particular letter format presents a clean and businesslike appearance. A consistent typewritten style as well as an error-free letter will communicate an image of your college as organized, competent and professional.

Sincerely,

John Jones

jj/vc