



SMITH COLLEGE

Office of College Relations
Smith College
Northampton, Massachusetts 01063
T (413) 585-2170
F (413) 585-2174

March 1, 2000

Ms. Jane Smith
Title
Company Name
Street Address
City, State, Zip Code

Dear Ms. Smith:

The typing style exemplified in this letter is recommended for all communications. The left-hand margin should line up with the "S" in the Smith College wordmark, or 1.5 inches from the left edge of the page. The right-hand margin should be set one inch from the right edge of the paper, and the lines should never exceed 5/8 inch from the right edge. Paragraphs should be typed in block style, skipping one line between paragraphs.

Your letter should begin with the date, 2.5 inches from the top of the page, to line up with the yellow line in the left-hand margin. If it is a very brief letter, the letter should be centered vertically on the page. Skip four lines after the date, and skip one line between the address and the salutation.

It should be noted that the complimentary closing lines up at the left-hand margin, skipping a line between it and the preceding paragraph. The name should be typed on the fourth line below the complimentary closing to allow room for a signature.

On the envelope, the block style name and address should be typed in line with the wordmark, four inches in from the left edge of the envelope.

Sincerely,

Name
Title

JGE/cb