

## Letter Layout - Standard Design (with Mailmerge option).

Add Logo to here – about 3cm x 3cm

In Company dark blue

Your Name  
YourAdd1  
YourAdd2  
YourAdd3  
POSCODE

<Title> <Initial> <Surname>  
<Address 1>  
<Address 2>  
<Address 3>  
<POSTCODE>

Take these fields from the database file.....

This should be today's date in format day Month Year

44th Mxxth 9999

Dear <Title> <Surname>,

Re: Letter Topic

Topic centred / double underlined and bold – in font 2pts larger than the main part.

Xxxx xxx x xxx xx xxx xxx xxx xxx xxxxxxxx xxx xxx  
xxx xxx x xxx. Xxxxx xxx xxx xx xxx xxx xxx  
xxxx. xxxxxxxx xxx xxxxxxxx xxxxxx xxxxxx xx.  
Xx xxxxxx xxxxxx xx xxx xxxxxx xxxxxx xxxxxxxx xxx x  
xxx xxxxxxxx xx xxxxxx xxx xxxxx. Xxxx x xx xxxxxxxx xxx

This paragraph is about.....

(xxxxxxxxxxxxxxx xxx xxxxx) xxxxx xxxxxx xxxxxx xx £10.00. Y  
Xxxxx xx xxxxxxxxxxxx xx xxx xxxxxx xxxxx XXXXXXXY  
XXXXXX and XX. XXXXXX XXX XXXXX XX  
xx xxx xxxxxx xxxxx xxxxxxxx "xxx xxxxxxxxxx xxxxxx xxx

This paragraph is about.....

Xx. Xxxxx xx x xxx xxxxxxxx xx xxxxx xxx xxxxx. Xxxx x xx xxxxxxxx xxx xx xxx.

Xxxx x xxxxxxxxxxxxxx xxx xxxxx xxxxx's xxxxxx xxxxxx xx.

Yours Sincerely,

Add signature from jpeg file.....

Sender's Name

Sender's Role

The letter starts with the sender's address (right align) then the address of the person you are sending it to (left align - slight adjustment is allowed if using a window envelope), Note that the title of the person includes at least 1 initial. The date, in full, is next (right align) - use superscript for 1st 2nd etc. Dear Mr Surname (Left align) does not include any initials. The text is full justified with a clear blank line between paragraphs. A Space follows the punctuation except for "(£ where there is no space before the word. Apostrophes are treated as an ordinary letter within a word. Print your name below your signature (Left align)- ensure enough space is provided. Use a plain easy to read font (A serif font like Times New Roman is recommended) with a size no smaller than 10pt or larger than 15pt. Use Underlining / Italics / CAPS sparingly. As well as stating the font & size you should state alignment from left / right / centre and full! Colours too should be planned for.