Date

Name
Title
Company Name
City, State Zip

Salutation:

This letter outlines the format of general communications from Guilford County Schools. Please use it as a guideline when formatting your letters. The preferred typeface is Arial in 11-point type.

Please format your letters flush left. The date should appear two inches from the top. The name of the addressee should appear three return key strokes under the date and will include the addressee's name, title, company name, city, state and zip.

The salutation should appear two return key strokes under the line containing the city, state and zip, and should be followed by a colon in formal letters and a comma in less formal communications.

Use two return key strokes between the salutation and the body of the letter and two return key strokes between paragraphs. Your sign-off phrase (Sincerely, Yours Truly, etc.) should appear flush left and two key strokes after your letter's concluding paragraph.

Your name and title should appear four key strokes after your sign-off phrase. If you are writing on departmental letterhead, there is no need to include the name of your department. Conversely, if you are writing on letterhead that doesn't not include the name of your school or department, please include that under your title.

Sincerely,

Your Name
Your Title
Your School Name or Department Name (include if not listed on the letterhead)