



Name and title or department name here (optional)

Date

Salutation,

This is a template for digital letterhead. To personalize your letterhead, please enter the edited text in the footer below maintaining the formatting exactly. If the department name is used above, it doesn't need to be repeated in the footer.

To begin your letter, click in this area, select all, delete, and begin typing. Fonts and specifications are noted below.

- This letter is typeset in Chronicle Text 9.5 with a line spacing of 1.15.
- Use the default font Cambria as an alternate font if you don't have Chronicle.
- This text box is 6" wide.
- Margins have been set to align with the new Brandeis University logo. If these margins are accidentally altered, reset them by clicking the Layout tab, clicking Position, then More Layout Options. In the dialog box, set the horizontal absolute position to 0.26" (to the right of the margin) and set the vertical absolute position to 1.43" (below the margin). Please note that this template is already set with these margins.

Sincerely,

xxx