

UNIT NAME

118 College Drive #0000 | Hattiesburg, MS 39406

Phone: 000.000.0000 | email@usm.edu | usm.edu

Date

Addressee Name

Company Name

Department

123 Main Street

Anywhere, USA 12345

Dear Addressee:

Begin letter here by deleting the existing text and typing in your own. Delete lines in the address block above as necessary.

Use this template for electronic communications only. This template is not intended to replace traditional, pre-printed letterhead, which should be ordered online at <https://www.usm.edu/university-communications/internalportal/stationery.php>.

Use this template as it appears. Do not move the elements of the template.

Sincerely,

Your Name
Your Title