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 needed.

Use this template for printed communications only. Pre-printed letterhead shells with your unit’s name and contact information should be ordered online at <https://www.usm.edu/university-communications/internalportal/stationery.php>. Once you have used this template to position your letter correctly on the page, print this letter on the pre-printed letterhead shells using your desktop printer.

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Sincerely,

Your Name  
Your Title