

**\*\*MGM Corporate Letter Style Guide\*\***

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**\*\*Letterhead:\*\***

- Use official MGM letterhead.
- Logo placement: top center.
- Address: below logo, left-aligned.

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**\*\*Font:\*\***

- Body: Arial, 12pt
- Headings: Arial Bold, 14pt

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**\*\*Date:\*\***

- Format: Month Day, Year
- Placement: top right, aligned with the letterhead.

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**\*\*Recipient's Information:\*\***

- Name
- Title
- Company Name
- Address Line 1
- Address Line 2
- City, State, Zip Code
- \*\*Placement:\*\*** Left-aligned, one line below the date.

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**\*\*Salutation:\*\***

- Formal greeting (e.g., "Dear Mr./Ms. [Last Name],")

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**\*\*Body:\*\***

- Single-spaced, with a blank line between paragraphs.
- Use a clear and concise tone.
- Main purpose stated in the first paragraph.

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**\*\*Closing:\*\***

- Use formal closings (e.g., "Sincerely," or "Best regards,").
- Leave four lines for a handwritten signature.

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**\*\*Sender's Information:\*\***

- Name
- Title
- Company Name
- Phone Number
- Email Address
- \*\*Placement:\*\*** Left-aligned, immediately below the closing.

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**\*\*Enclosure Notation:\*\***

- If applicable: "Enclosure: [Document Name]"

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**\*\*Note:** Ensure all content reflects MGM's values, tone, and professionalism.\*\*