

**\*\*WQHD Letter Style Guide\*\***

**\*\*1. Letterhead\*\***

- Company Logo: Top center, high resolution
- Company Name: Bold, 14pt, Arial, All Caps
- Address: 12pt, Arial
- Contact Information: 12pt, Arial, right-aligned

**\*\*2. Date Format\*\***

- Month Day, Year (e.g., October 15, 2023)

**\*\*3. Recipient's Information\*\***

- Name: Bold, 12pt, Arial
- Title: Italics, 12pt, Arial
- Company Name: 12pt, Arial
- Address: 12pt, Arial

**\*\*4. Salutation\*\***

- Formal: "Dear [Recipient's Name],"
- No comma after "Dear"

**\*\*5. Body Text\*\***

- Font: Arial, 12pt
- Line Spacing: 1.5
- Paragraphs: Indent first line, no extra space between paragraphs

**\*\*6. Closing\*\***

- "Sincerely," or "Best regards,"
- Leave four lines for signature

**\*\*7. Signature\*\***

- Name: Bold, 12pt, Arial
- Title: Italics, 12pt, Arial

**\*\*8. Enclosures/Attachments\*\***

- Indicate at the bottom: "Enclosures: [Number]" or "Attachments: [Number]"

**\*\*9. Footer\*\***

- Page Number: Centered, Arial, 10pt
- Confidentiality Notice: Italics, 10pt, Arial

**\*\*10. Language and Tone\*\***

- Use formal language
- Maintain a professional tone throughout
- Avoid jargon unless industry-specific

**\*\*11. Review Process\*\***

- All letters must be proofread for grammar and punctuation
- Final approval required from designated supervisor

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\*Note: This is a template example; please adjust specific elements to align with your organization's branding guidelines.\*