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**XXL Letter Arrangement Guidelines Template**
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**Title: XXL Letter Arrangement Guidelines**
**1. Purpose**
  - Define the purpose of the letter arrangement.
**2. Format Requirements**
  - Size: Specify the dimensions (e.g., oversized letters, standard size).
  - Font: Indicate preferred fonts and styles (e.g., bold, italics).
  - Color: List acceptable colors and combinations.
  - Spacing: Detail spacing requirements between letters.
**3. Content Structure**
  - Greeting: Format for opening.
  - Body: Guidelines for the message content.
  - Main message: Key points to cover.
  - Tone: Specify the desired tone (e.g., formal, casual).
  - Closing: Format for sign-off.
**4. Visual Elements**
  - Logos: Placement guidelines for logos or images.
  - Borders: Specifications for borders or shading.
**5. Final Touches**
  - Proofreading: Checklist for errors.
  - Review: Steps for final review before sending.
**6. Additional Notes**
  - Any other recommendations or special instructions.
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**End of Guidelines**
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