June 30, 2017

College or administrative division here

Building, Suite #

Address

Athens, GA 30602

tel 706-542-0000

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jdoe@uga.edu

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Dea­r Recipient Here,

Start letter here, no indentations, two returns between paragraphs.

Set line spacing at “exactly 14 pt”

Letter should end no further than 1.5” from the bottom of the page.

­This should be what a new paragraph should look like. ­­

Sincerely,

First and Last Name

Title