



Jane Doe, Ph.D.
Assistant Professor
Department of Microbiology
University of Maryland
College Park, Maryland 20742-0000

Dear Dr. Doe:

Spacing. Leave one blank line between the salutation and the first line of the letter.

Use two spaces between sentences. Use single spacing between lines for all letters, even very short ones.

Leave one blank line between the last line of the letter and the complimentary closing.

Margins. Set top and bottom margins of *one inch*. For short documents, use wider margins to improve the appearance on the page. Do not justify the right margin.

Date. After leaving a one-inch margin at the top of the page, space down approximately six lines before typing (or six lines from the bottom of the letterhead). For short letters, start typing farther down the page to approximately center the letter on the paper.

If the letter will be signed in your office and you are sure when it will be signed, type in the date, beginning at the left margin, then space down twice before typing in the address block.

If the letter you are preparing will be signed in another office or you have any doubt when it will be signed, do not date the letter when typing it; you or someone in the office where the letter will be signed can stamp the signature date above the address block after it is signed. When you do not enter the date, remember to leave space for the date to be inserted.

Sincerely,

John Doe, M.D.
Director