



October 10, 2019

Addressee's Name
Title
Company Name
Street or Postal Address
City State Post Code
Country

Salutation

This is an example of a typical letter format (set in Arial 10). The layout is consistent with modern business practice and is designed to use as few key strokes as possible (absenting all punctuation other than in text). It is recommended that characters are set flush left, with text lines ending in alignment with the centre of the address and Symbol block at the right (set a 32 mm left margin and a 40 mm right margin). Insert your name and any contact numbers at the end of your document, ranged left, underneath your signature or in the footer. Ensure you personalise the footer details with your faculty, school, centre or unit contact details.

For most letters the date should appear first, in alignment with the bottom of the logo; usually two lines are adequate between date and addressee's name and address, and between the address and salutation. Paragraphs always start flush left; never indent the first line; leave one line between all paragraphs. Usually two lines are left between the last line of the last paragraph and a closing further four to the sender's name to allow space for signing.

The recommended typeface for use with the UNSW letterhead is Arial.

Complimentary close, ,

Sender
Sender Title
Personal contact number/s
Reference (if needed)