



October 31, 2020

Dear Colleague,

Here is one of two electronic letterhead templates. This template allows you to customize PTA letterhead in order to draft an official document for electronic distribution.

We have found that the most successful letters abide by the guidelines set forth in this document.

The contact information below is Gotham Bold and Gotham Light, 7 points. If you do not have Gotham in your font library, please substitute with Arial Bold and Arial Regular. You can edit the contact information by double clicking on the text box in the footer. Be sure to close the footer once you're finished editing your contact info.

The body copy font is Georgia, 10 points. The recommended line spacing is 13 points. To set these, go to the Format menu, click Paragraph, and adjust the spacing as necessary. The dropdown box next to the point size field should be set to 'exactly.'

The left and right margins are 0.75 inches.

Thank you.