



FEMA

Date centered

Addressee's Name
Address 1
Address 2 (if required)
City, State ZIP

Re: If appropriate

Dear Addressee:

This letter is an example of the typical format used on official letterhead. If sent electronically, this template can be used; if using pre-printed letterhead, use the body of this template as your guide for the text.

Type all body copy in 12 pt Times New Roman with single spacing. All paragraphs are flush left (no indents). Margins are set at one inch top, bottom and left and $\frac{3}{4}$ " on the right.

At a minimum, leave two lines between the letterhead logo and the date and at least two lines between the date and address. There should be a double space between paragraphs and four lines between the closing and the sender's name. There should be one line (double space???) between the sender's name and any footnotes, such as typist's initials.

If a long letter extends to multiple pages, being the second page at least one inch down from the top with the following three lines in the upper left-hand corner: Addressee's Name, Date, and Page Two or Page 2.

For very brief letters, adjust the horizontal spacing that best centers the text on the page i.e. add additional lines between the logo and the date and the date and the addressee's name, etc.

Sincerely,

Sender's Name

SN:tn