

# Letterhead



The logo should not be moved or altered.

**Your Name Here**  
 Your Department  
 Your Division/Section  
 630.840.your extension here  
 630.840.fax, pager or mobile  
 yourname@fnal.gov

Name Here  
 Address Line 1  
 Address Line 2  
 City, State Zip

Dear Name,

Text of your letter here.

Sincerely,

Your Name Here  
 Your Title

cc: First cc here

Date Here

Helvetica 7pt type is recommended for this section. Arial is the recommended substitute typeface.

Palatino 10 pt type is recommended for use here. Times New Roman is the recommended substitute typeface.

The footer should not be moved or altered.