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| Description: cuny_logo_286.jpg |

Date

**PhD Program in Sociology**

**CUNY Graduate Center**

365 Fifth Avenue

New York, NY 10016-4309

212.817.8717

212.817.1536 fax

[www.gc.cuny.edu](http://www.gc.cuny.edu)

Addressee’s Name

Company Name

Address

City, State, Zip

Salutation:

This letter demonstrates the recommended typing format for all correspondence and is an integral part of the letterhead design. The recommended typeface is Univers 45 Light 10pt with 13pt leading.

The top of the date is aligned at 2 5/8 of an inch from the top edge of the page and 1 1/4 of an inch from the left edge, thus setting the margin for the entire letter. The addressee’s name is positioned ﬂush left, two spaces below the date. Title, company name, etc. are positioned ﬂush left under the addressee’s name. The salutation appears three spaces below the address.

The body of the letter begins two spaces below the salutation, using single spacing between lines and double spacing between paragraphs. There are no indentations.

The maximum line length should not exceed 6 inches.

A double space separates the body of the letter from the complimentary close, with four spaces to the name of the sender and the title.

Complimentary close,

Name of sender

Title

CC/cc