June 22, 2020

Addressee’s Name

Title or Position

Company or Office Name

Number and Street

City, Province, Postal Code

Salutation,

This is an example of the recommended format for a formal letter on school letterhead. Please use the font Muli ([download Muli Regular here](https://www.dropbox.com/s/7vhse7ax2yhiryb/Muli-Regular-Font.ttf?dl=0)) and the font Bitter ([download Bitter Regular here](https://www.dropbox.com/s/yft2rsrvcuc04ij/Bitter-Regular.ttf?dl=0)), which are free Google Fonts. Once downloaded you will need to install the fonts.

* **On Windows and Mac:** Double-click on the font file (.ttf) > Click the “Install” button

**Please save your completed letter as a PDF to send to the addressee**. This is very important as this makes sure that the formatting is not adjusted or details changed. You should always save an editable .docx version in case you need to make edits or use it as a template for another letter.

If you are on a Windows computer, to save your letter as a PDF go to File > Export > Create PDF. If you need any help contact the Communications team in Advancement, we will be happy to lend you a hand. If you are on a Mac computer, to save your letter as a PDF go to File > Save As > Click File Format at the bottom of the window and select PDF.

If you need any help contact the Communications Team in Advancement at [communications@meaodwridge.bc.ca](mailto:communications@meaodwridge.bc.ca).

Sincerely,

Your Name

Title or Position

Contact Information (optional)