Month XX, XXXX

Dubs Husky

1234 Memorial Way

Seattle, Washington 98195

Dear Dubs Husky,

Create your own department letterhead

You will need two fonts, Uni Sans and Open Sans. If you do not currently have these fonts on your computer, you can download them at uw.edu/brand.

1. Double (left) click on the footer below (TYPE YOUR DEPARTMENT NAME HERE; Box XXXXXX 1234 YourStreet).
2. Replace the text with your department name and information. Delete or add any information to suit your needs while keeping the same order of information, font, size and layout style.
3. (NOTE: the preferred fonts are Uni Sans Book for your department name and Open Sans for your department information. Download them at uw.edu/brand)
4. Exit from the footer by double (left) clicking outside the footer area.
5. Delete this text and "Save As" a Template (.dot) for your department to use.

This document is currently set up with a Section Break at the bottom that specifies that the next page will not have a header or footer. Refer to Word's Help menu for more information about headers and footers and other layout topics.

Sincerely,

Cherry Blossom

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