Virginia Commonwealth University **Primary unit or Department**

**Secondary unit**Tertiary unit

Building, Floor, Room, Wing

Street address  
Box XXXXXX  
Richmond, Virginia 232XX-XXXX

**000 000-0000 • Fax: 000 000-0000**

TDD: 1-800-000-0000  
xxxxxxxxxx@vcu.edu  
vcu.edu/xxxx

**Name**

Title I  
Title II

**Name**

Title I  
Title II

**Name**

Title I  
Title II

**Name**

Title I  
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Title I  
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Title I  
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**Name**

Title I  
Title II

**Instructions for electronic letterhead:**

The header on your letterhead is already in place. You will need to replace the sidebar information as it pertains to your department in order to create your own custom template.

Please notice there are different styles in the sidebar. For example, Department name is bold grey, Secondary unit is bold black, Address is regular, Phone and Fax are bold black, Names are bold black and Titles are regular. Be sure to keep these type styles intact as you type in your specific information, and delete any lines in the sidebar that you do not need. After you complete the sidebar, save the file as a new master template.

Also, department names are in font Arial Narrow 9 pt. Address, phone numbers, names and titles are Arial Narrow 8 pt.

**To create your correspondence, simply delete the text in this box and type.**

If you already have an electronic file of your signature, you can insert it into the document as a picture file. If you do not have an electronic signature, you will need to scan your handwritten signature and save it as a .jpg file to insert into the letter. (Names typed in a calligraphy or handwriting font are not acceptable.)

When your letter is completed, go to File>Save As… and save the letter as a PDF to attach to email.

**Please note: This letterhead is intended for electronic usage only. Do not print out to replace traditional stationery.**