

2UAP iREAD Book Shop - Letter Style Guide

Header Text, Calibri, 11 Font, Black

Body Text, Times New Roman, 11 Font, Black

Logo Left Aligned



¶
120 Currie St, ADELAIDE, 5000, SA ¶
Mobile: 0400 999 123 ¶

¶
¶
Logo is in Header (Format Wrap text as Tight) ¶

Blank Line ¶

Blank Line ¶

Date (Place today's date here) ¶

Blank Line ¶

«FirstName» «LastName» Mail Merge Fields from Customer table iREAD database ¶

«Address» ¶

«Suburb» ¶

«PostCode» → «State» ¶

Blank Line ¶

Blank Line ¶

Blank Line ¶

Dear «FirstName» ¶

Blank Line ¶

This is where you write the body of the letter, to show an example of what the body of the letter

should look like once you have written it, here is some random text to show you how it should be

formatted once written Body Text is to be Double Lined Spacing random text, random text random

text random text random text random text random text random text random text random

text random text random text random text random text random text random text, ¶

Yours Sincerely ¶

Double Lined Blank Space ¶

Double Lined Blank Space ¶

Management at 2UAP iREAD Book Shop ¶