

MINIMUM 1.75"
FROM THE TOP

DREW UNIVERSITY

<<Month DD, YYYY>>

2 LINE SPACES

<<Addressee>>

<<Address Line 1>>

<<Address Line 2>>

<<City, State ZIP>>

1 LINE SPACE

Dear <<Salutation>>:

1 LINE SPACE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc suscipit purus ut lorem posuere, nec fringilla tellus malesuada. Vivamus interdum convallis nisi vel congue. Sed malesuada odio sed lorem lacinia hendrerit. Vivamus a pellentesque dolor, sit amet iaculis elit. Curabitur non diam est. Phasellus id orci fermentum, blandit magna eget, volutpat quam. Proin neque velit, dictum vel interdum sit amet, congue vitae nunc. Integer malesuada justo in arcu faucibus, vitae interdum enim suscipit. Ut aliquam risus lacus, ut dapibus augue mollis in.

Mauris a dui lorem. Praesent rutrum, orci sit amet ultrices blandit, turpis magna iaculis tortor, sed euismod tortor elit vitae sapien. Duis ultrices ante at orci euismod, malesuada dapibus sapien auctor. Donec eros lectus, dictum vel dui non, pretium congue erat. Mauris iaculis eu nisi sit amet cursus. Vivamus elementum justo a enim ultrices, quis vehicula justo congue. Donec eget massa non magna facilisis varius.

Nulla eget commodo enim. Suspendisse eu urna congue, interdum nisi a, tristique lorem. Aliquam sed semper nunc, et cursus enim. Integer eget dictum sem. Etiam sagittis in massa eget dictum. In mollis diam in elit convallis fringilla. Sed metus nisl, lacinia pretium vehicula non, luctus sit amet massa. Praesent eget urna dui. Pellentesque auctor mollis dolor, nec varius tellus rhoncus in. Sed lacinia rutrum risus vulputate egestas.

Nunc magna nunc, sagittis ut nunc nec, pellentesque fringilla magna. Interdum et malesuada fames ac ante ipsum primis in faucibus. Vestibulum tincidunt felis ipsum, et egestas massa tincidunt vel. In a mauris vel ligula hendrerit dapibus et feugiat nunc. Aenean scelerisque massa in arcu mattis viverra. Nullam feugiat, libero eget laoreet sollicitudin, tortor nulla tincidunt nulla, eget auctor orci nisl malesuada turpis. Aenean et rhoncus nulla.

Sincerely,

3 LINE SPACES

A. Signature
Author

SIGNATURE IS CRISP WITH TRANSPARENT BACKGROUND
SCALED TO TRUE SIZE

MINIMUM 1.25"
FROM THE BOTTOM

MINIMUM 1"
EQUAL MARGINS
ON BOTH SIDES

MINIMUM 1"
EQUAL MARGINS
ON BOTH SIDES

DREW UNIVERSITY

36 MADISON AVENUE
MADISON, NEW JERSEY 07940

INDICIA SHOULD NEVER BE LARGER THAN NONPROFIT LIVE STAMP SIZE



Sample A. Sample
123 Anywhere Street
Anytown, AT 12345

ADDRESS BLOCK IS THE SAME FONT AS THE LETTER BODY.
POINT SIZE 13

Special Event
Parking Instructions

SPECIAL NOTICES OR TEASERS SHOULD BE PLACED HERE
FONT: CONSTANTIA, 16PT, PMS2955/BLACK PREFERRED

NCOAA / PRESORT BARCODES ARE PLACED AWAY FROM THE
ADDRESS BLOCK