Setting out a University of Sheffield letter on headed paper

- Dot on letterhead paper shows 1st fold to fit DL envelope
- Font: Stephenson 10pt
- Use first name, never "Dear Student/Applicant/Enquirer"
- Font: Blake 10pt
- Initial and family name
- No full stop after title or initial
- No commas at line ends
- Use this date format, never "date as postmark"
- Do not add any extra lines of reference data. If essential, include in first paragraph instead
- No "Our Ref" line or "file path line "
- 2 returns
- Or "Yours faithfully" if first name not known
- No comma
- Hand or electronic signature
- No letter should go out unsigned
- No punctuation
- No "Encs" at end (redundant and old fashioned)
- Or Head of division or research centre See stationery FAQs: www.shef.ac.uk/marcoms/visualid/stationeryfaqs.html
- These 2 lines are optional
- If preferred, use UK 0114 dialing code
- When you have put these details in, you can save as your own version of the template with your address information already in place
- Web address of department
- Font: Blake 11pt
- Maximum 6 returns

The University Of Sheffield.

Student Recruitment And Admissions.

Mr C Eague
Job Title
Company Name
House Name/number, Street
District
Town/City
Country
Postcode

14 November 2005
Application number: if any
Reference number: only if essential

[Head of Department's Title]
[Head of Department's Name]

[Department address line 1]
[Department address line 2]
[Department address line 3]
[Department address line 4]
[Department address line 5]

Telephone: +44 (0) [000 000 0000]
Fax: +44 (0) [000 000 0000]
Email: [Add Name] @sheffield.ac.uk
www.sheffield.ac.uk/[departmentname]

Dear Colin

Guidance on letter layout

If a reference line is necessary, put it in bold, ranged left as in the example above.

Do not change the size of the text as set in the template you download. All the body of the letter should be ranged left, ragged right, like this. Never indent the text, justify it or change the margins provided in the template. Text should be single line spaced, with two returns (one line space) between paragraphs.

In the body of your letter, if you need to make text stand out put it in bold. For example, **please return this form by 1 December 2008.** Never underline text.

To quote a web address leave out the http:// part, remove the hyperlink (by using the Word Insert menu) and put the web address in bold with no underline and no full stop at the end, like this: **www.sheffield.ac.uk**

If quoting the title of a publication, put it into italics like this: *Home from Home*.

There is useful guidance on the style, tone and content of letters at **www.sheffield.ac.uk/marcoms/visualid/stationeryfaqs.html**

Yours sincerely

J. Smith

Dr Jane Smith
Admissions Tutor

The Queen's Anniversary Prizes
For Higher and Further Education
1998 2000 2002

- If you need to avoid the last few words going to a second page, move down the bottom margin marker on the left hand ruler of your Word document.

Setting out a University of Sheffield letter – continuation sheet

•Font: 11pt Blake

Always use a continuation sheet (not ordinary office paper) if your letter runs over one page.
Printing on the reverse of the letterhead is preferable if your printer allows.

•Or “Yours faithfully” if first name not known.

Yours sincerely

•Maximum 6 returns

•No comma

Dr Jane Smith
Admissions Tutor

•Hand or electronic signature
•No letter should go out unsigned

•No punctuation

•No “Encs” at end (redundant and old fashioned)