[Date]

[Addressee]

[Title]

[Business]

[Street Address]

[City,] [Province] [Postal Code]

[Country]

Dear [Addressee],

**Re: Phasellus quis justo in est hendrerit blandit** *\*Omit if not required*

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Nulla justo. Phasellus quis justo in est hendrerit blandit. Quisque ante lorem, sagittis sagittis, vestibulum vitae, nonummy eget, turpis. Vestibulum eros urna, malesuada sit amet, vehicula dapibus, rutrum id, diam. Aliquam nonummy suscipit tellus. Proin lacinia enim in eros. Nulla facilisi. Duis commodo, tortor nec aliquam aliquam, lectus ipsum cursus enim, posuere pretium lorem ipsum sed risus.

* Maecenas faucibus. Morbi sed lectus. Curabitur aliquet posuere lectus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec magna. In at elit. Praesent est est, sagittis ac, lobortis a, tempus et, mi.

Nam condimentum augue eget erat. Aenean dignissim augue vitae magna. Fusce dictum. Quisque gravida, arcu vitae luctus feugiat, urna massa sollicitudin ligula, ac vehicula nisl urna et lorem. Sed rhoncus. Duis metus elit, iaculis et, tristique vitae, commodo vitae, mi. Fusce sem. Praesent consequat, erat ut scelerisque lobortis, est purus varius sapien, ut rutrum diam dui id enim. Quisque vel ligula a odio ullamcorper fringilla.

Sincerely,

[Sender’s Name]

[Title]

[Department or Unit]

*\*The below can be included if different from Faculty contact information or if required.*

[Street Address]

[City], [Province] [Country] [Postal Code]

Phone/Cell [123-456-7890]

Fax [123-456-7890]

[email@address.ca]

[www.123.ubc.ca]

**Letterhead User Guidelines**

This template is intended for the creation of original correspondence that you intend to send electronically.

Completed correspondence that is ready for sending should be saved as a PDF. Doing so preserves formatting and prevents changes to content.

This template accommodates multipage letters. Each page will include header and footer graphics.

Brand recommendations for typeface:

* Arial Regular
* Minimum 11 pt
* Black
* Underline, bold, italicize and perform other basic formatting as required.

Signature specifications:

* As an identity theft precaution, it is recommended that you do not use a digital signature.
* Enter all pertinent contact information as it applies.

If you require assistance, please email pharmsci.communications@ubc.ca.