**Division, College, or Department Name**

700 Pelham Road North

Jacksonville, AL 36265-1602

**Insert date here.**

Your content starts here.

***Please note:***

* Cambria, size 10, is preferred.
* Please do **NOT** attempt to move or resize the Jax State secondary logo.
* Please do **NOT** change the size of the letterhead address section or the footer.
* Please do **NOT** change the margins (they are currently set at 0.5’’).
* Please leave 0.5’’ margin above the footer.
* You **CAN** delete the fax number section if you do not have a fax number to provide.
* You **CAN** add your college or departmental path to the web URL in the footer (if web URL causes the footer to bump to two lines, you can size down the font)
* This electronic letterhead template is available for creating official university communications and is ***intended for digital distribution only.***
* After you’ve added your own body copy, you may save as a PDF or Word document to share with others.
* ***For formal correspondence, official printed Jax State letterhead is recommended.***
* Official printed letterhead, envelopes, and business cards may be ordered through the [JSU Print Shop](http://www.jsu.edu/printshop).