The Marquette University letterhead has been designed for use with a block-style format as demonstrated here. Note that all lines in the block-style letter begin flush left and are aligned vertically. The spacing between the top of the paper and the date depends on the length of the letter. Paragraphs are not indented, but are indicated by double spacing. The left and right hand margins are set at one half inch (3 picas) for notehead (half-size letterhead).

The typeface used in the Marquette University logo and stationery is Adobe ITC Berkeley Oldstyle Medium. If you are working on a personal computer, the use of that typeface on your letters and envelopes will give a clean, coordinated look. Using this typing format on all letters will promote a consistent visual impression which will help reinforce the Marquette University identity.

Complimentary close,
Name of Sender
Title of Sender
Initial