June 22, 2023

Dear,

Letterhead guidelines – The formatting for this template is accessible but should not be altered. It contains a second page for additional pages without watermark, header/footer.

The watermark seal can be deleted by clicking in the header, select watermark image, delete. Update footer by double clicking to access text. Proxima Nova is the preferred UCD font, if unavailable please use Arial.

[Delete] Beginning of Page 2 - Beyond the first page, margins are different, but fonts/sizes should match [Delete]