Academic/Operating Unit  
Department/Center/Institute/Program

123 Building

1234 Street Name

City, OH 12345-6789

123-456-7890 Phone

123-456-7890 Fax

wexnermedical.osu.edu

**Letterhead guidelines**

* Please maintain Arial 10pt – 12pt on the body copy.
* Do not change the text placement on the upper right corner that includes the department name and address. It should be right aligned.
* Align body copy to the left. We do not encourage justified, centered or right-aligned body copy placements.
* After you develop a template for your department/unit, please email a copy to [Brand@osumc.edu](mailto:Brand@osumc.edu).