August 3, 2018

To Whom It May Concern,

This is just placeholder text. If you have the Futura font on your computer, feel free to use it. If not, Arial is a perfectly acceptable substitute!

For the body copy, 10 pt. or 11 pt. font is ideal. Use only one space between sentences. Please see Rochelle (radams@athlosacademies.org) if you have any questions on formatting. We can also copy edit for you/

Even though the graphics in the header and footer appear to be faint, they will appear normalley when printed or when this document is turned into a PDF file.

Sincerely,

*{Signature insert optional – please see Rochelle if you don’t have a .png signature image file}*

Erin Labostrie

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