**\*\*\*\*Please do not change formatting or fonts—copy and paste as-is. Be sure to use the proper logo for your department (link in comments)\*\*\*\***

**Sample for The Children Guild Alliance:**

  
 **First Last, credentials**  
*Title*

**Monarch Academy Glen Burnie**   
6730 Baymeadow Dr.    
Glen Burnie, MD 21060  
c: xxx.xxx.xxxx  
[www.monarchacademy.org/glen-burnie](http://www.monarchacademy.org/glen-burnie)

(\*\*Please note the phone format is dots between sets of numbers. Add landline and/or fax as necessary. If you have a Guild issued cell phone, it must be listed\*\*)