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

**Sample for The Children Guild:**

(Insert the graphic here)  
**First Last, credentials**  
*Title*

**The Children's Guild**   
6802 McClean Blvd.   
Baltimore, MD 21234  
c: xxx.xxx.xxxx  
[www.childrensguild.org](http://www.childrensguild.org)

(\*\*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\*\*)