


THE LETTERHEAD

Stationery is often the first contact between the College and its various publics; it should reflect a consistent image enhancing the College's identity as a place of academic quality and tradition.

Both the seal and the Bembo typography have been applied to various stationery items: letterhead, envelopes, and business cards. Size, spacing, and weight of the design elements have been designed to achieve visual clarity and emphasis and should not be altered in any way.

All orders for stationery and business cards should be placed through Central Services.


Trinity College
HARTFORD CONNECTICUT

January 15, 2002

Mr. John Smith
Vice President
ABC Company Name
109 State Street
Hartford, CT 06106

Dear Mr. Smith,

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Sincerely;

Drew Sanborn
Director of Publications

Enclosure
ec:


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HARTFORD CONNECTICUT
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#10 ENVELOPE

Mr. John Smith
Vice President
ABC Company Name
109 State Street
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BUSINESS CARD


Trinity College
HARTFORD CONNECTICUT

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director of publications

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STANDARD LETTERHEAD