1 1/8" 2 1/8" 1/2" XXXXXXX Department/Division/Office Upton, NY 11973-5000 Phone 516 344-XXXX 1 1/4" XXXXXXXX@bnl.gov Brookhaven baseline NATIONAL LABORATORY managed by Brookhaven Science Associates for the U.S. Department of Energy

Address line, phone, fax, URL numbers and managed by line, all run 7/9, Helvetica Regular

1/2"

1 1/8"

Building XXX P.O. Box 5000

Fay 516 344-XXXX

managed by line aligns base to base with National Laboratory

March 8, 1999

2 1/4"

Date baseline

Mr. John F. White **Director of Corporate Communications** Anycompany, Inc. 1000 Main Street - 7th floor New York, NY 10010

Dear Mr. White:

This layout shows the setting of the identification elements. In particular, the placement of the graphics alllows for a precise alignment of the typewritten elements, set in 12/14 Time Roman, lending the letterhead a clean and organized look. This layout shows the setting of the identification elements. In particular, the placement of the graphics alllows for a precise alignment of the typewritten elements, providing an organized look.

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We would also like to note that the placement of the graphics alllows for a precise alignment of the typewritten elements, lending the letterhead a clean and organized look. This layout shows the setting of the identification elements. In particular, the placement of the graphics alllows for a precise alignment of the typewritten elements, providing an organized look. This typewritten copy is set in 12/14 Time Roman.

Kind regards,

Executive Name

cc: other Name