"Smith College" lines up 1.5" from left edge of page

SMITH COLLEGE

◀ Baseline of letters is 1" from top of page

1.25"

Baseline of first line is 1.5" from top of page ▶

Office of College Relations
Smith College
Northampton, Massachusetts 01063
T (413) 585-2170
F (413) 585-2174

2.5"

◀ Begin letter here:
2.5" from top of page,
1.5" from left edge,
to line up with
"Smith College"