UNIVERSITY LETTERHEAD SAMPLE

University Name

Address Line 1

Address Line 2

City, State, ZIP Code

Phone: +1 (555) 123-4567

Email: contact@university.edu

OFFICIAL UNIVERSITY LETTERHEAD

This document should contain:

- 1. Official university letterhead
- 2. University logo/stamp
- 3. Official signature
- 4. Date of issue
- 5. Contact information