Letterhead

Address and letter text:
Arial regular
body: 10 pt
spacing: 12pt
Object: Arial bold
body: 10pt
spacing: 12pt

Spacing:
Under the object:
2 lines.
Between paragraphs:
1 line.

The text of the letter is aligned flush left, avoiding hyphenations. For long letters, the text rolls over automatically to the second page. Print colour black.

Università della Svizzera italiana

USI, Organisational unit

Via Buffi 13
6900 Lugano
Switzerland

Mr / Ms
Name Last name
Role
Street name and Number
CAP City
Country

da Name Last name
tel + 41 58 666 0000
fax + 41 58 666 4647
e-mail name.lastname@usi.ch
web www.usi.ch
data 22.08.2017

Subject

Dear Sir/Madam,

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit
in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

- Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.
- Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.
- Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur?

Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

Best regards
Name Last name
Title/Role at USI ev.
organisational unit

Heading
- University
- University + Faculty
- University + Institute

All other organisational units are specified in the identifier field of the sender or in the signature.

Identifier field of the sender
USI + acronym
E.g.:
USI, IRE

In absence of an acronym, use the full name of the organisational unit.

E.g.:
USI, Legal service

The reference list of acronyms and names is available at www.desk.usi.ch/en/corporate-design-templates-and-rules in the section "Titles and names".

Second page

Format: A4
Digital print colour: black

Width of fillets:
0,3 pt