Thank you for using this template as your official Boston Children’s Hospital letterhead. It will ensure that your written communications are brand-compliant and support the hospital’s cost-saving effort by eliminating the need to print custom letterhead.

Below are some tips for using your Boston Children’s Hospital Word template:

* Department or individual names, addresses and contact information are entered in the document header. You can access it by double-clicking or selecting “Header and Footer” from the View menu.
* This information is styled in the “Address block” paragraph style, which specifies 8-point type set in the Arial font.
* The name of the department or individual is set in bold. All other information appears in the regular, or normal Roman weight.
* The “Normal” paragraph style is recommended for the content of most letters. It specifies 10-point type set in the Arial font.
* The left margin is set at three-quarters of an inch.
* To get started simply delete the text of this letter and set your own copy in its place.

Boston Children’s Hospital  
Marketing and Communications