**To:**

**From:**

**Date:** April 5, 2019

**Subject:**

**Do not alter the margins or spacing** **of this template**. The layout follows the specific guidelines of the University’s new identity system. Consistent adherence to these guidelines will help maintain the integrity of the new identity.

These standards can be found online at [identity.unc.edu/stationery](file:///C%3A%5CUsers%5Cgwend%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C6TG9IIWS%5Cidentity.unc.edu%5Cstationery).