March 3, 2022

Recipient

Address

ZIP code, no empty line before

COUNTRY IN CAPITAL LETTERS

**Sender’s name**

**Sender’s role or position**

**Name of group**

Max Planck Institute for Informatics Saarland Informatics Campus

Building E1 4

66123 Saarbrücken

GERMANY

Phone: +49 681 9325-5111

Fax: +49 681 9325-5999

Email: email@mpi-inf.mpg.de

URL: www.mpi-inf.mpg.de

**Secretary: Name**

email@mpi-inf.mpg.de

Dear Sir or Madam,

**Instructions**

**General Note**:

Thanks for all your feedback. I have been trying to take into account those proposals as far as I could. At the moment this is still work in progress until the template is final, please be patient. Go on testing the template and reporting problems, after all it is you that will finally be using it. Subsequent changes are always more difficult.

**Suggested changes:**

* Substitute the text in the recipient field with the actual text like the recipient’s name. This has to be done only once, no copy and paste from old documents, please. Afterwards you are free to save it or copy and paste it to other documents sharing the same layout.
* Please move the salutation down and use bold text style for the subject if you prefer to use one. The date field should then remain in the same line as the subject.
* When using pre-printed mail sheets, you have to remove the logo and the return address: just double-click and remove.

**Possible changes (might affect the layout):**

* You can remove the “sender’s role or position” field or make it two or more lines, as well as the “Name of Group” field. Those fields are very custom and you have a free hand there.
* In the fields “sender’s name”, “sender’s role” and “name of group” you can set the font spacing to 90 % in order to have more space. Don’t do more since it will leap to the eye. For international mail you must leave the field “GERMANY”.
* The date will be set to the current one automatically. If you don’t want this feature, just overwrite it.
* You can remove the “secretary” field

**It is strongly recommended not to change the layout**

That means:

* don’t move the logo
* don’t alter the margins
* don’t permute the header

**Features good to know about:**

* There are page numbers only on page two and up. They don’t appear on the first page.

**Language:**

This document is the English language template which affects

* the spell checker
* the hyphenation
* the date

There also exists a German version of this document.

For comments and suggestions, please contact us at helpdesk@mpi-inf.mpg.de

Sincerely,

The Helpdesk