

Letter of Editorial Formatting Norms

[Your Name]

[Your Position]

[Your Company/Organization]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

Subject: Editorial Formatting Norms

Dear [Recipient Name],

I hope this message finds you well. As we continue to uphold the highest standards in our editorial content, I would like to outline our formatting norms to ensure consistency across all publications.

Formatting Guidelines:

- **Font:** Use Times New Roman, 12pt.
- **Margins:** 1 inch on all sides.
- **Line Spacing:** Double-spaced throughout.
- **Headings:** Bold and aligned to the left.
- **Paragraphs:** Indent the first line by 0.5 inches.

We appreciate your adherence to these norms to maintain our editorial integrity. If you have any questions or require further clarification, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]