Document Formatting Requirements

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Document Formatting Guidelines

Dear [Recipient's Name],

We would like to outline the formatting requirements for the upcoming documents as follows:

- **Font:** Times New Roman, 12 pt.
- **Line Spacing:** 1.5 lines
- **Margins:** 1-inch on all sides
- **Page Numbering:** Bottom right corner, starting from page 2
- **Referencing Style:** APA format

Please ensure that all submitted documents adhere to these requirements to facilitate a smooth review process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]