



# AIA San Diego

A Chapter of  
The American Institute of Architects

## Letter/Correspondence SPECIFICATIONS

Please note the following specifications when setting up letters, correspondence, etc. for AIA San Diego.

### **Margins:**

Top: 1.25"

Bottom: 1.25"

Left: 2"

Right: 1.25"

### **Subject line:**

Always include a Re: subject line with the letter. Please make it concise. We use this subject line to name the letter electronically.

### **Font:**

Times New Roman

12 pt

### **Spacing:**

Single spacing

### **Signatory(ies):**

Most often, official correspondence from AIA San Diego is signed by the current president; however, in some cases, it is appropriate that a letter be co-signed. For example, a letter to a speaker at a lecture series might be signed by both the chapter president and the lecture series chairperson. If this is the situation, the name of the other signatory appears directly to the right of the chapter president's name, signature, etc.

### **Other:**

If you have any specific questions about formatting a letter on behalf of AIA San Diego, please do not hesitate to contact the chapter office at 619.232.0109 or [info@aiasandiego.org](mailto:info@aiasandiego.org).