# Digital Stationery Template

**The template below is for electronic communication only.**

All printed UB stationery must use the official brand typefaces and watermarked paper stock available exclusively through University Print Services. [Learn more about printed stationery](https://www.buffalo.edu/brand/resources-tools/ub-templates-and-tools/stationery-system/print-stationery.html).

## How to use this template

These Microsoft Word letterhead templates make it easy to create customized digital stationery for email, web and other electronic applications.

Please use the following steps to customize your digital stationery:

1. Enter the information where indicated on the next page.
2. Edit the footer by updating your name and title. *Note:* Do not add or edit any other elements to the header or footer.
3. Be sure to delete these instructions and any other placeholder copy that isn’t being used. The second page of your document should be left blank.
4. Save your changes.

### Please note:

The University at Buffalo and the College of Arts and Sciences are committed to ensuring digital accessibility for people with disabilities. We are continually improving the user experience for everyone and applying the relevant accessibility standards to ensure we provide equal access to all users. Please do not change the pre-established settings in the header and footer of this template. This includes the settings for font, line spacing, margins and colors in these regions, as well as the size and position of the brand extension mark. Keeping the same settings will ensure that this document complies with all accessibility standards.

Month X, Year

Greeting,

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Sincerely,