**Delete this box after reading:**

The Hood College letterhead template is formatted to easily start writing at the top margin.

**Fonts:** Please use approved new fonts for the rebrand. Free google fonts for download to stay on brand are: *Roboto, Roboto Slab, Roboto Mono and Barlow Condensed*. See [hood.edu/marcom](https://www.hood.edu/offices-services/marketing-communications/brand-guidelines/downloads-templates) and go to ‘brand guidelines’ then ‘downloads and templates’ for links to the free fonts.

This document comes with a branded color palette and the following styles. Typically letters use the ‘body text’ format as a default.:

Normal (body text).

# HEADING 1

## Heading 2

### Heading 3

TITLE

Subtitle

Subtitle Emphasis

Emphasis

Intense Emphasis

**Strong**

Quote