OneLearning Academy
1335 N Buckner St., Derby, KS 67037
(316) 771-6938
oladerby.com

OneLearning Academy
1335 N Buckner St., Derby, KS 67037
(316) 771-6938
oladerby.com

[Date]

Dear families,

This is a sample of how a letter looks on the school letterhead. Type the letter in Open Sans (or Arial in Word) at 10 to 11 point, with the left edge lined up under the logo. Keep the letter on the white area between the gold line and the footer.

Use OLA Purple only for headings or a short highlighted line, and keep long text in near-black so it is easy to read and prints cleanly on any printer.

Thank you,

[Name]
[Title]