

Font: 16 pt. Times New Roman Bold  
Centered  
Cap and Lower Caps

# STATE OF KANSAS

top margin 1/4 inch



{ GOVERNOR JEFF COLYER, M.D.  
XXXXX XXXXXXXX, SECRETARY

Font: Times New Roman  
Point Size: 12 pt.  
Centered  
Cap and Lower Caps

{ DEPARTMENT OF XXXXXX  
DIVISION OF XXXXX  
XXXXXXX (SUB DIV IF NEEDED)  
STREET ADDRESS  
CITY, STATE ZIP CODE

Font: Times New Roman  
Point Size: 8 pt.  
Left Justified  
Cap and Lower Caps

PHONE: (XXX) XXX-XXXX }  
FAX: (XXX) XXX-XXXX }  
xxxx.xxxxx@ks.gov }  
www.xxxxx.ks.gov }

Font: Times New Roman  
Point Size: 8 pt.  
Right Justified  
Cap and Lower Caps

Font: Times New Roman  
Point Size: 8 pt.  
Right Justified  
email and web address  
lowercase

left margin  
1/2 inch

right margin  
1/2 inch