

# EMAIL STYLE GUIDE

## All City of Tampa Employees

**Please use the following guidelines when formatting your email:**

- Email body copy should be black and set to Calibri Regular Size 12
- Background should be plain white for maximum readability - no colors or images
- Email signatures should be formatted as follows:

**[FIRST LAST] - Calibri Bold Size 12**

**[Title, Department] - Calibri Bold Size 9**

City of Tampa / [Address] / Tampa, Florida [Zip] - Calibri Regular Size 9

p: (813) [Desk line] / c: (813) [If applicable] / f: (813) [If applicable] / e: [E-Mail] - Calibri Regular Size 9

*Please note: This e-mail is public record. - Calibri Italic Size 9*

### Example:

The screenshot shows an email client window titled "Untitled - Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", "Review", and "Acrobat". The "Message" tab is active, showing fields for "To...", "Cc...", and "Subject". Below these fields is a "Send" button. The email body contains the following text:

Email body copy should be black and set to Calibri Regular Size 12.

Thanks,

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*Please note: This e-mail is public record.*

For questions regarding branding, please contact Jeremy Rex, Senior Designer & Digital Strategist, at (813) 274-8821 or [jeremy.rex@tampagov.net](mailto:jeremy.rex@tampagov.net).