

<http://www.toao.com.tw>  
T. 886 2391 4311  
F. 886 2321 7253



TOA OPTRONICS  
東亞光電

**Name**  
**Title**  
**Company Name**  
**Address**  
**Address**  
**Address**

**Day Month Year**

Salutation,

This letter demonstrates the format for all correspondence for Toa Op Corporation, a company comitted photoelectrics. Frugiter is the recor typeface for all correspondence. Name and title are in Bold. All type i with 14pt. leading.

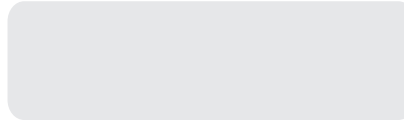
The top margin is set at 80mm from the top of the paper, left margin the right margin is 35 mm. Follow this format for a consistent and pro to all correspondence produced by the company.

If the font Frugiter is not available, you may substitute it with Arial.

Yours Sincerely,

**Name**

東亞光電股份有限公司  
Toa Optronics Corporation  
4F, 9 Chung Shiao E. Rd., Sec. 2,  
Taipei 100, Taiwan  
100 台北市忠孝東路二段9號



TOA OPTRONICS  
東亞光電

Toa Optronics Corporation  
4F, 9 Chung Shiao E. Rd., Sec. 2,  
Taipei 100, Taiwan  
Email: [formia@toao.com.tw](mailto:formia@toao.com.tw)  
<http://www.toao.com.tw>



**Julia Chou**  
Sales & Marketing Specialist  
Special Project Division

Committed Photoelectronic



**周 貞如**  
企業發展 專案專務組

東亞光電股份有限公司  
100 台北市忠孝東路二段9號  
T. 886 2391 4311  
F. 886 2321 7253  
M. 0970 013 882  
統一編號: 27955749  
Committed Photoelectronic