

Company Name

June 14, 2004

Recipient's Name
Company Name
100 Main Street
Anytown, ST 01920

Dear Name:

To create your own letterhead template:

- 1) Insert your company name in the area provided at the top of this page.
- 2) Edit your company information on the page footer by selecting View/Header and Footer. Press the Down Arrow to go to the Footer. After edits are complete, click Close in the Header and Footer menu to return to the letter.
- 3) Choose File Save As. At the bottom of the Save as dialog box, select Document Template (*.dot) for the Save as type.

To create a new document from your newly saved template, select File New and re-open your template as a document. (Your company information should now appear in place.)

Sincerely,

Your Name
Your Title



Company Name

Street Address

Address 2

City, ST ZIP/Postal Code

Recipient Name

Street Address

City, State, Zip/Postal Code

Company Name

Your Name Here

Your Title

Street Address, YourCity, State, Zip
Tel 800.555.1212 Fax 800.555.1213
email@yourserver.com
www.yourwebsite.com



Company Name

Your Name Here

Your Title

Street Address, YourCity, State, Zip
Tel 800.555.1212 Fax 800.555.1213
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