

Company Name



November 2, 2006

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  
City, State, Zip  
800.555.1212  
800.555.1213 Fax  
email@yourserver.com

**Company Name**



**Your Name Here**  
**Your Title**

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City, State, Zip  
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800.555.1213 Fax  
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