



Company Name

100 Main Street
Anytown, ST 12345-0000
Phone: 800.555.1212
Fax: 800.555.1213
www.webaddress.com

October 6, 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 and address in the area provided at the top of this page.
- 2) 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.)

For a letter that is two or more pages long, choose Header and Footer from the View menu. With the second page header active, change or delete text as needed, and click Close to exit.

Please note: The graphics for this page are on the page Header so may appear very light or may not be visible on screen. Print page to see graphic clearly.

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

School Name

Your Name Here

Your Title

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



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Your Title

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