



## Company Name

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

December 21, 2008

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



**Company Name**

**Your Name Here**  
Your Title

Street Address  
City, State, Zip  
800.555.1212  
800.555.1213 Fax  
email@yoursrver.com



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**Your Name Here**  
Your Title

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City, State, Zip  
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