

TO :
Claudia Kaunang
Ingoude Company
123 Anywhere St., Any City

Maret 01, 2023

A letterhead is the heading at the top of a sheet of letter paper (stationery).

That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern. The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading. Many companies and individuals prefer to create a letterhead template in a word processor or other software application.

This generally includes the same information as pre-printed stationery but without the additional costs involved. Letterhead can then be printed on stationery (or plain paper) as needed on a local output device or sent electronically.

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Regards,

A handwritten signature in black ink that reads "Neil Tran". The signature is written in a cursive, flowing style.

Olivia Wilson
Head HRD