**L'ESPACE PLUS**

**DATE :**

**TO :**

## Greetings!

A letterhead is the heading at the top of a sheet of letter paper. It consists of a name, address, logo or trademark, and sometimes a background pattern. Many companies and individuals prefer to create a letterhead template in a word processor or other software application. That generally includes the same information as pre-printed stationery but at lower cost.

Letterhead can then be printed on stationery or plain paper, as needed, on a local output device or sent electronically.

Letterheads are generally printed by either the offset or letterpress methods. In most countries outside North America, company letterheads are printed A4 in size.

Although modern technology makes letterheads very easy to imitate, they continue to be used as evidence of authenticity.

## Regards,

0790361668



lespaceplus.com

Kigali, Rwanda

**ESPACE PLUS**

## XXX xxx

Kigali, Rwanda

07/20/2028

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## Regards,

**xxx XXX**

General Manager

lespaceplus.com| 0790361668| [info@lespaceplus.com](mailto:info@lespaceplus.com)



ESPACE PLUS

123 Anywhere St., Any City, ST 12345

# Dear Miss Jones,

Good day! I'm sending you the documents you requested last meeting, to fast-track our application for a developer license. Please let me know if you require anything else to facilitate the process.

Thank you for your help on this!

Sincerely,

# XXX xxx

Legal Team Coordinator

[**WWW.ESPCACEPLUSCOM**](http://WWW.ESPCACEPLUSCOM/)[**INFO@ESPACEPLUS.COM**](mailto:INFO@ESPACEPLUS.COM)