



Your Ref.: [Client code]

Our Ref.: [case code]

ACCESS.IP SOLUTION

*A Cloud Co-Elaboration Space of Service
in Intellectual Property*

IPath Consult Co.

Level 16, Deaha Business Center, 360
Kim Ma, Hanoi, Vietnam. Contact:
+84936981616 /tuyen.le@pathlaw.net

<https://pathlaw.net>

Dear...,

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.

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.

Very truly yours,

**Sender
Title]**