RemusGlaude

[company address]

[Recipient Name]

[Street Address]

[Address 2]

[City, State ZIP Code]

[Pick the date]

[Recipient Name]

[Street Address]

[Address 2]

[City, State ZIP Code]

Dear [Recipient Name]:

[The envelope attached to this letterhead is formatted for standard Size 10 (4 1/8” x 9 ½”) envelopes.

Before printing your envelope and letter, be sure to check that the envelope you want to print on is loaded in your printer. To see how to place the envelope in the printer tray, on the Mailings tab, in the Create group, click Envelopes. Then insert the envelope in the printer as shown in the Feed box. You can also use the Envelopes and Labels dialog box to edit your return address or the recipient’s address, or to change the options for the size and formatting of the envelope.

To add your name and address to the letterhead, double-click the dimmed header or footer, and then click again on the placeholder text and replace it with your own. To return to editing your document, double-click on the dimmed document text.

The second page of this letterhead is divided into a separate section, so that additional pages will print with formatting similar to the first page, to indicate continuation.

When you are done using these instructions, delete this text and replace it with the text of your letter.]

[Sincerely,]

RemusGlaude