**Joe Merchant**

123 Anywhere St.

Any City, ST 12345 **15 January, 2024**

This letterhead can be used by substituting the “Joe Merchant” information with your intended recipient, including their address. If you want to keep the formatting, you’ll need to highlight the info you want to replace and then type the new info. Don’t just delete. Same goes for date, and paragraph info, your name down below where it says “Yourname Here,” and verify that your correct title is shown. Down below, you can add your contact information. All of the text on this page is replaceable and format-able.

You can easily make room for more text without changing the formatting, simply by highlighting the body paragraphs (starting at “This letterhead”) and changing to, say, 1.15 vertical spacing. Right-click, go to Line and Paragraph Spacing in the horizontal pop-up menu. Then try 1.15. You’ll need to go to the Footer to change your contact info.

Warm Regards,

**Yourname Here**

Regional Account Manager