Click here to enter a date.

Street Address Line 1

Street Address Line 2

City, State ZIP

Dear Ms. Lastname,

To edit your sender name and address to create your personal email template, follow these instructions and save.

1. On the Ribbon, select the Insert tab.
2. Click the dropdown arrow under the Header button.
3. Select Edit FOOTER from the bottom of the pulldown list.
4. Replace the placeholder information with your own. Be sure to use periods in your phone number (e.g, 123.456.7890)
5. **DO NOT** alter any elements in the header other than your name, address, and phone number.
6. Click **Close Header and Footer** button on the right side Ribbon.
7. **Save As** a Word Template (\*.dotx). Be sure that you save your file in the desired location.

Now you will have a personalized copy of the letterhead template for business correspondence.

Sincerely,

Firstname Lastname

Title