

Name
Street Address
City, State Zip

Dear :

This form contains a basic stationery for making letters. You can personalize this form by choosing the button labeled "Your Address" to add your name to the letterhead. The "Save Form" macro will save the stationery form with whatever changes you make. It will overwrite the old form, so use it to save the form only. To save individual letters just save as you would any other document.

You can fill out this letter by hand, or use the "Fill Out" macro to walk you through addressing the letter. To begin, just delete this text and chose "Save Form".

Sincerely yours,

Your Name
Position

NAME

COMPANY • STREET ADDRESS • CITY, STATE ZIP • PHONE #