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To

Thomas Stone

Project Manager
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Date

**26 September
2024**

Dear Thomas Stone,

A letterhead template is a ready-to-use formal document containing information about your company, with space for a personalized message. These assist in aligning your brand with all correspondence between potential customers, vendors, buyers, and clients.

Letterheads contain information about the company or organization in the form of a header – typically located at the top of the page. The title provides a brief understanding of the company and what they stand for. The most common elements to add to a letterhead are the company's name, address, logo, and background picture or pattern.

Also, letterheads may include contact information for a specific employee. This happens if the letter asks for a response or is intended for one particular department or worker rather than the entire organization.

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.

Sincerely,

Harper Mason

General Manager