**Regards,**

**Caleb Hawthorne**

Caleb

**Dear Juliana Silva,**

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.

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.

From

123 Anywhere St., Any City, ST 12345

hello@calebhawthorne.com

+123-456-7890

**Caleb Hawthorne**

To

123 Anywhere St., Any City, ST 12345

hello@julianasilva.com

+123-456-7890

**Juliana Silva**

**August 30, 2022**