Thank you for using the SCCAHS letterhead template! To use this template, simply click on an image, line, or text box to edit.

There are three letterhead templates to choose from in this file. If you would like to make design or layout edits, you will need to create a **free** Canva account and edit the template directly on Canva's site. Copy/paste the following link into your web browser to access the template online:

**https://www.canva.com/design/DAEulhxnXeg/8wLxnM4iSFRGtVndVA7-Fg/view?utm\_content=DAEulhxnXeg&utm\_campaign=designshare&utm\_medium=link&utm\_source=publishsharelink&mode=preview**

If you have any questions or need help using this template, please feel free to contact Valentina at vcastano28@ufl.edu.

**TO:**

**Name**

 123-456-7890

hello@reallygreatsite.com

 123 Anywhere St., Any City

**Date**

**Phone.**

123-456-7890

**Email. University Name.**

hello@reallygreatsite.com P.O. Box 0000 City. State Zip

## Dear Mr. Name,

A letterhead is the heading at the top of a sheet of letter paper (stationery).

That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background 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 –

This generally includes the same information as pre-printed stationery but without the additional costs involved. Letterhead can then be printed on stationery (or plain paper) as needed on a local output device or sent electronically.

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## Regards,

**Name**

Title



**Dear Mr. Alves,**

**UNIVERSITY NAME**

P.O. Box 0000 City, State Zip Phone number



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**Sincerely,**

**Name**

**Title**



# MURAD NASER

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Sincerely,

# Name

Title

University Name

P.O. Box 0000 City, State Zip

Telephone: (123) 456-7890 Email: hello@reallygreatsite.com