Month D, YYYY

Recipient Name
Recipient Title
Recipient Address
City, State Zip

Please be sure to only replace text following the instructions below. The logo, text boxes and other design elements should **not** be moved or re-oriented on the page.

Begin by double-clicking the header. Once the header is open, double click the text box with the words “Primary Department / Office”

1. Replace the “Primary Department / Office” if applicable, otherwise delete the line.
2. Replace the “Secondary Office / Department / Division” if applicable, otherwise
delete the line.
3. Replace the “T: 718.000.0000” and “F: 718.000.0000” with your respective phone and fax number.
4. Replace the ‘Month D, YYYY” with the current Month Day, Year.
5. Replace Recipient Name, Title, Address and City, State Zip with the respective information.
6. Double-Click into the footer and replace the Address and Mail code (MSC ##) if applicable.
7. Erase and replace this instructional list with the content of your letter.