

Letterhead Template

For digital purposes only.

Do not print in your office/Canon printers.

Begin the body of the letter here. The above can be used for name, title, introduction, etc. Make sure to save it as a PDF when finished before sending it to the receiver.

If you need physical paper to print on, you can email copycenter@nelson.edu to pick up the amount you need or have them print on letterhead for you.

{signature if needed, goes here}

Your Name, degree

Title, phone, other information