Date of Letter

Recipient’s name

Recipient’s title

Recipient’s company

Recipient’s company address

Recipient’s Name:

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E-letterhead templates should be easy to edit and subsequently email. When you have finished typing your letter text and closing salutation, save this template as a PDF and email accordingly. Should you wish to secure your PDF, visit **brand.arizona.edu/guide/faq** for guidance.

This template is not designed for printing purposes. The graphics display properly as a PDF, but not when printed. Instead, visit **brand.arizona.edu/guide/stationery** for information on ordering your UA print stationery.

We hope you find this template efficient and useful for your communications. Should you have any questions or trouble using these templates, please contact Marketing Communications & Brand Management at 520-621-8747 or [brand@email.arizona.edu](mailto:brand@email.arizona.edu).

Sincerely,