Date

Name of Recipient (This element—the address block—is optional.)

Title

Company

Address 1

City, State Zip

Dear Name of Recipient:

This is Lewis & Clark’s official **printed** **correspondence template (multiple-page version)**, a tool to help you create letters to be printed in your office on Lewis & Clark letterhead. (You can order letterhead [here](http://www.lclark.edu/offices/public_affairs_and_communications/stationery). Remember to order second, or plain, sheets, too.)

1. This file uses sample text to show how your words will be formatted. Select and type over the sample text to create your letter. To maintain consistency across Lewis & Clark communications, please use only the special “LC” styles shown in the Styles menu for this file.

2. Select Save As and rename this file to save your letter. Continue to change your text as necessary. Don’t forget to replace the sample text in the header on the second page, too.

3. Load a sheet of letterhead into your printer, followed by as many second sheets as necessary. Only the first page of your letter should be printed on letterhead; all subsequent pages of your letter should be printed on second (plain) sheets.

4. When you are satisfied with your letter, delete any remaining sample text—and these instructions—from your document. Save your changes and print your correspondence.

Sample text: Namcursus, sem in eleifend mattis, odio nunc malesuada risus, ut aliquam urna ipsum sed nisl. Nullam facilisis vulputate cursus. Suspendisse cursus odio in elit facilisis auctor. Proin nibh neque, vulputate eu congue faucibus, adipiscing eget ligula.

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Sincerely,

Name of Sender