Date

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

Title

Company

Address 1

City, State Zip

Dear Name:

This is Lewis & Clark’s official **digital letterhead (single-page version)**. Please use it to create letters you wish to send by email as attachments. *Do not use this tool to print letters.* For that, use a template for printing on letterhead (available separately).

If your digital letter is likely to exceed a single page, please use the multipage version of this digital letterhead, which is available as a separate tool.

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. The file will generate any necessary headers and footers automatically. Do not change the headers and footers.

2. Select Save As and rename this file to save your letter. Continue to change your text as necessary.

3. When you are satisfied with your letter, delete any remaining sample text—and these instructions—from your document. Save your file as a PDF. You can now send your letter by email as an attachment.

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.

Praesent tristique enim a turpis iaculis rhoncus. In a nulla vel lorem fermentum pretium. Praesent sagittis massa eget felis luctus consequat. Nullam a nulla id justo iaculis rhoncus sed pellentesque lorem. Nam blandit placerat quam, ut facilisis velit auctor quis.

Sincerely,

Name