

replace with
LOGO

DATE

TO: RECIPIENT NAME

FROM: YOUR NAME

SUBJECT: ENTER SUBJECT

CC: CC NAME

To get started right away, just select any placeholder text (such as this) and start typing to replace it with your own.

Want to change the graphic at the bottom of this page? You can update the color by first double clicking in the Header or Footer to get to it. Select the image with a single left mouse click. When selected, the Drawing toolbar will pop up. You can update the colors by choosing a fill option. Alternatively, if you select “Picture...” from the Colors menu, you will be able to replace the image altogether.

Happy customizing!