

# Company Logo and Name

---

**Street Address, Suite #  
City, State Zip  
(xxx) xxx-xxxx**

Month, day, 1989

Mr./Ms./Mrs. Name  
Company  
Street Address  
City, State Zip

Dear Name:

This template is designed to be used for creating letters. You can create form letters with the Mail Merge function or just use the template for individual letters that you may write on a regular basis. Use the top line of the letter for your company logo and name. The logo can be created in MacDraw II or MacPaint and inserted into your document.

The bar underneath the company name was created in MacDraw II and then imported into this document. Use this template as a guideline or modify it and save it as a new stationery template.

Use the last paragraph in your letter for a closing comment.

Yours truly,

Your Name  
Your Title

P.S. Use the P.S. for a final message or reminder!

---