

A business letterhead is a sheet with a heading containing all the essential information about that particular business. Letterheads are used in all the official documents related to the business such as memos, receipts, invoices, letters and notices. A letterhead consists of business Logo, Name and contact information. Every company has its own unique letterhead and it differentiates it from other businesses.

**Benefits of Business Letterhead**

Some of the benefits of using business letterhead are as follows:

**Provides Basic Information**

When a letterhead is used, it provides the basic company information to its clients at just one glance. Moreover, it looks more attractive, proper and official.

**Official Documentation**

A letterhead is preferably used in all business communications because it is considered as the official means of making contact with other agencies and businesses.

**Professionalism**

A well-prepared letterhead makes a positive impact and radiates professionalism. It is seen as a mark of excellence and service.

**Marketing**

A professionally made letterhead can itself serve as a company’s marketing tool. Potential clients can see the information and get in contact with the business firm with ease. This, in turn, produces more sales.

Address: 123 Your Location

Tel: +1 355.455.9550  
Fax: +1 355.455.9550

www.domainname.com  
www.facebook.com/yourpage

Email: info@email.com

Business Name

Tagline will go here

Business Name