

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.

123 Your Location, city, state, zipcode.  
Tel: +1 355.455.9550  
Email: info@email.com  
www.wordexceltemplates.com

Tel: +1 551.455.9550  
E-Mail: info@email.com

LOREM IPSUM

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