

For manual designing of the template at MS Word, the user can open a new document on MS Word, and insert Header and Footer by clicking the Insert tab in MS Word. Once the header is added and is displayed on the top of the document, the user can choose to edit it as per the requirement by adding a logo and text. If required, the same can be done to add Footer which is displayed at the bottom of the document. When the editing completes, the user saves the file in doc. format, and can add the content of the letter later, as per the need.

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Tagline will go here

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city, state 1234

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