

**November 7, 2015**

**Here is your letterhead:**

* **ALWAYS keep a separate copy of this just in case the file gets messed up somehow.**
* **The date will update automatically each time you open this file.**
* **You can use this in MS Word, adjust the font, size, color, etc. of everything you type in the box.**
* **The actual design is a PDF that sits behind the text, so don’t try to adjust anything other than what is in this box. If you need something changed, let me know.**