

**YOUR NAME**

Street Address

Address 2

City, ST, ZIP Code

**Recipient's Name**

Street Address

Address 2

City, ST, ZIP Code

# YOUR NAME

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Street Address  
Address 2  
City, ST ZIP Code

Phone: (444) 111-1234  
Fax: (444) 111-1235  
E-mail:

May 28, 2008

[Recipient Name]  
[**Title**]  
[**Company Name**]  
[**Street Address**]  
[**City, ST ZIP Code**]

Dear 8gr.org Customer:

The envelope attached to this letterhead is formatted for US letter (8 ½" x 11") size envelopes.

Before printing the envelope and the letter, make sure you check that the envelope is loaded in your printer.

To edit your details (name and address), click on the area you want to edit, and enter your information.

When you are done, delete this text and replace it with the text of your letter.

Thank you,  
8gr.org