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ver.com

April 16, 2016

Dana X

Corporate Account Executive

XX Office

805.700.7000 office

dana.X@xx.com

Dana,

Here is a sample of what a letter written on our new letterhead will look like.

As you can see, I have omitted the address line at the bottom in favor of a simple “[ver.com](http://ver.com)” - centered, in gray. The new website will be informative and loaded with all the contact info anyone will ever need so, it is best to route all return mail inquiries there.

This mock-up piece of letterhead is simply to illustrate to you the correct layout for the master letterhead print job. The look of the actual letters going out of VER, enterprise-wide, are of paramount concern to me, which is why I am taking the time to set this one up for you to see.

One more note on address: I believe the intelligent thing to do would be to have each branch office, worldwide, drop in their own ‘address block’ as part of their sign-off/signature, as illustrated below.

I hope this helps and please do not hesitate to contact me anytime / any time.

All the best,

So

So-and-So

Title (if applicable)

VER

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