Follow these steps to customize this letterhead template:

1. Please note that the pre-established font settings, line spacing and colors within this document should not be changed.
2. Simply enter in the appropriate information where indicated. To start, access the footer area. Once there, enter your unit identity within the designated text fields as applicable. For help with choosing the right unit identity, please visit <http://www.buffalo.edu/brand/identity/choosing-the-right-identity.html>.
3. While still in the footer area, enter the building address, telephone number, fax number, email address and official website for your unit identity.
4. Not all of the text lines available may be needed. In such instances, delete the nonapplicable texts lines completely.
5. Be sure to delete these instructions and any other placeholder copy.
6. Save your changes.

Month X, Year

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Sincerely,