

To: Mrs. Olivia Wilson

Intrude Company

123 Magna St., New York,

ST 12345

Dear Mrs. Olivia,

A letterhead is the heading at the top of a sheet of letter paper (stationery).

That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern.

The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading. Many companies and individuals prefer to create a letterhead template in a word processor or other software application. This generally includes the same information as pre-printed stationery, but without the additional costs involved.Letterhead can then be printed on stationery (or plain paper) as needed on a

local output device or sent electronically. That heading usually consists of a

name and an address, and a logo or corporate design, and sometimes a background pattern. The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading.

Sincerely,

Alfredo Torres

Director