**REGION X –** NAME OF COUNTY OR GEOGRAPHIC DESCRIPTION **PHONE:** 555-555-5555  
**EMAIL:** JOESCHMOE@MAIL.COM **ADDRESS:** 123 MAIN STREET, MYTOWN, WA 99999

November 9, 2023

Mr. John Smith  
Title  
Organization  
321 1st Street  
Yourtown, WA 98765

Dear Mr. Smith:

Here are a few notes regarding this letterhead:

* The contact information is in an editable text box. Just click on the text and you can change it to your needs.
* The contact information font is Oswald (SemiBold and ExtraLight). The font is embedded in this document, so it should appear correct even if you don’t have the font installed.
* If the contact info box doesn’t look right and you don’t currently have that font, you can download it here: <https://fonts.google.com/?query=oswald>
* If you don’t want to download a font, Gill Sans MT Condensed is a close approximation.

Sincerely,

Joe Schmoe

Region XX Target Zero Manager