**How to use this letterhead:**

* This version of the letterhead should be used by units that do not have an identifier. If your unit does have its own graphic identifier (logo), please use that version of the template.
* Double-click the top left-hand corner of the page to edit the header unit name and address block.
* Double-click the footer to edit the URL field.
* Format your letter by using Arial 10.5 pt for body copy and Arial 9 pt for the address block
* Ensure subsequent pages do not include the header; the header should only be used on the first page.
* Approved secondary logos may be added to the footer and left aligned with the UM logo.