



Camping for a Cause

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Letterhead is stationary with the name, logo, and address of an organization printed on the document. Usually the letterhead is at the top of a document or running along the left edge of the document. It is important to write business letters, professional thank you notes, and general written business correspondence on letterhead to be professional and to support your Venture's branding.

This is an example of what letterhead can look like. Notice that it includes:

- Logo
- Organization name
- Contact information

Feel free to include any other information that you think is important.

[Click here to get directions on how to create letterheads using Microsoft Word.](#)