



USBC Association Letterhead & Envelope Templates

You can now print your own consistently branded association letterhead and mailing envelopes!

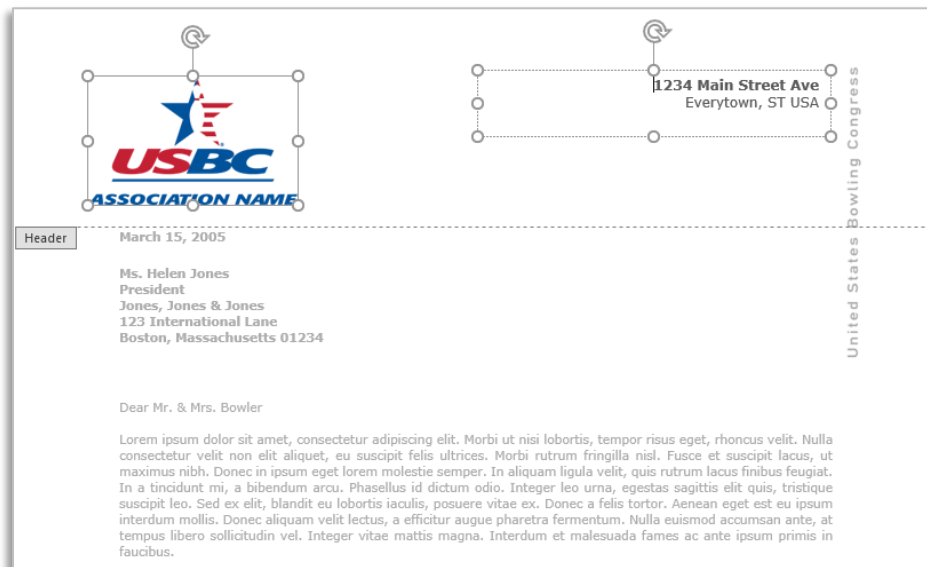
Simply download the templates and replace the logo placeholder with your officially branded association logo and edit the text placeholder with the appropriate information for your association and/or director. *Check with your Regional Manager if you don't have an official logo or are uncertain your logo meets brand requirements.

Click [here](#) to save the Letterhead Template.

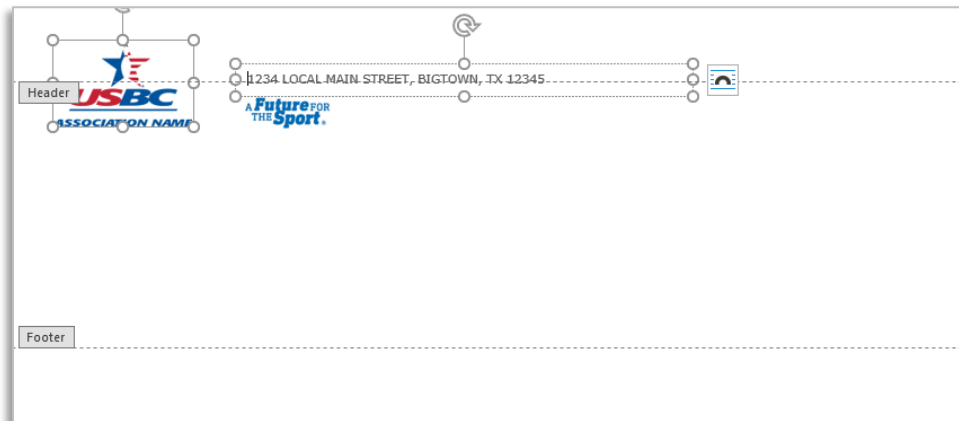
Click [here](#) to save the Envelope Template.

To edit content in either template simply double-click in the area where the header is located (see below).

Letterhead



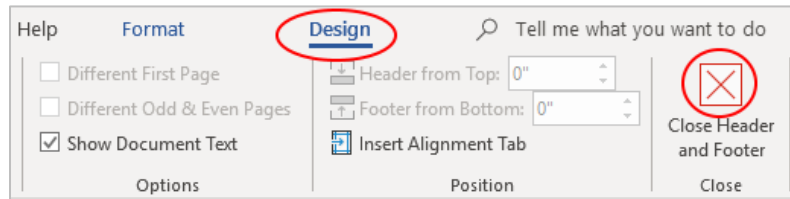
Envelope





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After editing the placeholders with your logo and appropriate association information simply close the header by clicking “Close Header and Footer” located under the “Design” tab, which should be open at the top of the document (see below).



After closing the Footer, save each document with a desired file name and in an appropriate folder.

You will not need to open the Header again unless that information or logo changes. The content of your letter can be edited without opening the header and we suggest saving each letter with a unique file name for each use.

NOTE: Don't be confused by the Latin used in the content of the original letterhead template. Our Creative Team likes it as a neutral placeholder. You may use any other language desired; English may be a good choice!

