Date

Name

Organization

Address 1

Address 2

City / State / Zip

Dear Name:

This is a template document for electronic letterhead. In order to configure this template for use on your own PC, please complete the following steps:

1. Add appropriate text;
2. If you have digitized signature, you can place using Insert > Picture > From File…
3. Select File > Save As
   1. Name your file (e.g., saaDigitalLtrhead)
   2. Under Save as type, select “Document Template”
   3. Click “Save”

In the future, when you want to use this letterhead template, you can:

1. Select File > New…
2. In the right-hand column under Templates, click “On my computer” and select the template

Sincerely,

[your signature]

[your name]

[full name of award] Selection Committee

[your email]