­Month XX, 20XX

To: Enter Name Here

From: Enter Name Here

Re: Enter Name Here

Body goes in this area here. Please follow the directions below.

**DIRECTIONS**

1. Enter text in the left margin of the letterhead by either double clicking in the header area (where the MSU logo is located) of the template document or going to “view” and selecting “header and footer.”
2. Do **NOT** modify the size, postion, aspect ratio, etc. of the MSU logo or seal.
3. Once you make your changes in the left margin, delete these directions and save the file as a template (.dotx extension) and use as your custom template.
4. Open your custom template and fill in the form fields / type your content. Then save that document as a Word document (.docx extension). Your original template file then remains intact.