

Month 00, 20XX

Paste your text here, or just begin typing. **NOTES:** If distributing via email, it is recommended that you save and send as a pdf rather than a Word document to retain font, formatting and logo placement.  
(File > Save as > Format > PDF).

**If you need similar customized letterheads or forms, please don’t hesitate to contact   
Kevin Anspach, Creative Lead / Brand Designer at** [**kevin.anspach@clackamas.edu**](mailto:kevin.anspach@clackamas.edu)**, ext. 3455**