



137 S. FAYETTEVILLE STREET, ASHEBORO, NC 27203

**Dear Business Gym Member**

Letterhead is the heading at the top of a sheet of letter paper (stationery). It traditionally consists of a name and an address, and a logo or corporate design, and sometimes a background pattern. The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading.

You can create your own letterhead in your word processor, or you can use one of our many local print shops right here in Randolph County to create one that fits your business brand.

Business letters are a great way to document business transactions, sales agreements, deadline notifications, etc. They can be sent via USPS or can be sent digitally via email.

For businesses just getting started, we have seen many use this type of letterhead for a gift certificate.

There are countless ways to use your letterhead (which helps promote your business); all it takes is a little something you already have an abundance of: creativity!

Sincerely,

**Linda Brown**  
**President**