

# Create a Custom Letter Template

1. Click the [Templates] button in the ribbon at the top of the program window
2. Enter a name for your template, like "Missing Door Violation", then click [OK]
3. The [Letter Template form](#) opens
4. In the "Letter Body" text area, type the following without quotes: "Dear "
5. In the Addressee field combo box, type or select: Full Name
6. Click on the button [Insert Addressee Note]
  - The "Letter Body" text should now show: *Dear {{Full Name}}*
  - Text inside double curly braces ("{{...}}") will be replaced with addressee information.
  - The cursor is placed at the end of the insertion point
7. Type a comma then press Enter on the keyboard
8. Type Tax Map:
9. In the Addressee field combo box, type or select: Tax Map
10. Click on the button [Insert Addressee Note]
  - The "Letter Body" text should now end with the following line: "Tax Map: {{Tax Map}}"
11. Select the "Tax Map" line then click on the right-align box in the Text Formatting ribbon group
12. Continue entering additional text in the "Letter Body" box until it looks like the following:

Dear {{Full Name}},

Tax Map: {{Tax Map}}

## Chapter 231 Exterior Doors

It has come to our attention that your residence is missing one or more exterior doors.

Fine: **[[Fine Amount Per Door:\$50]] per door**

Number of missing doors: **[[Missing Door Count]]**

Total Fine: **[[Total Fine Amount]]**

## A Few Notes to Keep in Mind

- A single notice may be sent to multiple addressees.
- Info in double-square brackets ("[[...]]") will be the same for all addressees who receive a notice.
- Info in double-curly braces ("{{...}}") will be different for each individual letter of a notice.
- It may be helpful to think of the relationship among templates, notices, and letters as a hierarchy:
  - **Template**: the foundation for creating letters
    - **Notice**: an instance of a template, it will create one letter for each of its addressees
      - **Letter**: an instance of a notice; all the notice field info will match ("[[...]]") but the addressee info ("{{...}}") will vary from letter to letter

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