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 ("notifier") 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. Next type the following additional text in the "Letter Body" box:

> **Chapter 231 Exterior Doors**
> It has come to our attention that your residence is missing one or more exterior doors.
> Fine: **$50** **per door**
> Number of missing doors: **Missing Door Count**
> Total Fine: **Total Fine Amount**

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