Create a Custom Letter Template

1. Click the [Templates] button in the ribbon at the top of the program window

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- 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.
 - $\circ\,$ 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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