

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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