

DATE 30 July 2026
TO Business Partner
SUBJECT A clear system for professional correspondence

Business Letter

Dear Partner,

Clear communication is part of a reliable system. This A4 letterhead is designed for proposals, official notices, partner correspondence and signed business documents.

Replace this sample copy with the approved message. Keep paragraphs concise, use one subject per letter, and retain 1Z clear space around the master signature. The orange Signal Rail remains in the footer and should not be recolored or resized.

For longer letters, continue onto a new page using the same header and footer. Supporting information may use short bullet lists, but avoid dense decorative elements that compete with the message.

Sincerely,

NAME SURNAME

Title / Department