50+ Letterhead Designs, Format & Examples

People have been using letterhead for documents for many years. It not only functions as a means of communication but also as a physical representation of a business. That is why most companies seek to produce a visually appealing and well-designed letterhead template, as it can help establish credibility while also exhibiting professionalism.

To create a Letterhead of your very own, follow the following steps:

- Browse through several Letterhead designs for your own letterhead.
- Customize Online or Download in your preferred File format and Print As Required.

However, there are several factors to consider while creating a great letterhead, and it would be hard to do them all justice in a single post. Instead, have a look at the several editable letterhead designs and formats accessible below. You can then choose which ones are best for you based on your needs.

1. Business Letterhead Design

Letterheads in businesses are usually simple yet formal. Look at how our business letterhead design gives justice to it. You can use it as your reference if you prefer to make a similar design.

Business Services
The right consulting partner to thrive in a complex world.

Texas Center, 2450 Holcombe , Boulevard #1, Houston, TX 77021, Call: (713) 791-6454

2. Construction Letterhead Design

Our construction letterhead template gives you simple designs using the appropriate font, font color, graphics, and words. You can use it as your reference if you want to make a similar one.

MODERN BUILDERS CO.

2113 Hemlock Ln.,
Harlington, TX,78550

+956-513-9201 |
john@modernbuidersco.com

www.modernbuidersco.com

Copyright@Template.net

TEMPLATE.NET

3. HR Letterhead Design

The combination of colors and selection of graphics makes this HR letterhead design a strong contender to the most exceptional and successful letterhead design.

Human Resource Management

Pamela E. Petersen

USLane Inc., 3715 Cantebury Drive, Westbury NY

www.yourcompanyname.com

TEMPLATE.NET

4. School Letterhead Design

Since it is a letterhead for school, you should use designs that are both formal and professional. Remember, letterheads can determine your school's credibility. So don't use inappropriate icons or styles. Look at our school letterhead design.

ST.GEORGE'S ACADEMY

Phone
+1 903-787-2445

Address
8361 Big Cove Ave. Montclair, NJ 42

5. Office Letterhead Design

When it comes to creating a letterhead for your office, make sure that it looks credible. Use designs that are professional-looking and impressive. Look at how our custom office letterhead template makes it possible.

MORPHLON OFFICES
Offices for Interior Design Professionals

2957 Jerry Toth Dr., False Pass, AK 99583
222 555 7777
morphlon-offices@hypemail.com

TEMPLATE.NET

6. Law Firm Letterhead Design

Law Firms handle legal cases, so you should make your letterhead as credible and trustworthy as possible. Don't use many styles and icons because it might overwhelm the design. Make it simple. You can use our classic [law firm letterhead](#) template as an example.

JOHN GRANT LAW FIRM

Family Law, Health Law, Personal Injury Law

4219 Woodhill Ave., Riverside, TX 77367
222 555 7777
inquiry@jgrantlaw.com

TEMPLATE.NET

7. Restaurant Letterhead Design

When it comes to creating letterheads for restaurants, don't be afraid to show your creative side. Entice people with incredible designs. However, make sure not to overdo everything. Take the family restaurant letterhead template below as an example.

Source

8. Catering Letterhead Design

Making letterheads for catering business is the same with the restaurant. You can showcase your creative side but make sure to limit everything. You want to impress your customers, so be sure it looks neat. Our event catering letterhead is the perfect example.

FRIO EVENT CATERING
Food for All Events

46 Bennington St., Phoenix, AZ 34251

222 555 777

contact@frioeventcatering.com

9. Lawn Care Letterhead Design

If you want to impress people with your lawn care services, you should make a letterhead that suits your business. Our [lawn care service letterhead](#) is the perfect example.

GREENTRIM SERVICES

Providing the Best Services Your
Lawn Needs

222 555 7777
greentrim@zmail.com
763 Clay Lick Rd., Englewood CO 80112

10. Wedding Letterhead Design

Getting married takes a lot of effort, and trusting someone to make everything for the wedding isn't easy. So if you want to be trusted, you better make a letterhead that is both credible and convincing. Our wedding store and supplies letterhead is the perfect example.

Best Wishes Shop

All Things You Need For A Wedding Right Here

222 555 7777   1168 College St., Duluth, GA 30097   bestwshesshop@zmail.com

11. Financial Services Letterhead Design

When it comes to money, people have a hard time trusting someone. That is why as a financial service provider, you should make a letterhead that is credible enough for the people to trust you. You can use our financial services letterhead as your reference.

DXB FINANCIAL SERVICES
Your Partner in Finance

26 Holton St., Los Angeles, CA 20134
222 555 7777
dxbfinancial@hypemail.com

12. Church Letterhead Design

Our [church letterhead](#) template provides you the simplicity and substance that most people need and want for a letterhead. You can use it as your reference if you prefer to make a similar design.

ST. PHILIP NERI CHURCH

The Congregational Church of the Oratory Founder

3859 Leo St., New York, NY 10036

222 555 7777

office@spnchurch.com

13. Beauty Salon Letterhead Design

Beauty salons primarily cater to women's needs and wants. So you should come up with letterhead designs that could catch women's attention. Our beauty salon letterhead is the perfect example.

PRETTY PEOPLE SALON
The Salon Where Pretty People Go

4896 Union St., Seattle, WA 98109
222 555 7777
prettypeople@zmail.com
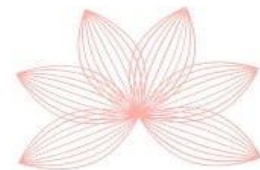
14. Security Letterhead Design

Security supposedly keeps people safe. So if you're in the security industry, you should make your letterhead as credible as possible to make people trust you and your services. Take the security guard letterhead template as an example.

[Source](#)

15. University Letterhead Design

If you want students to trust your university, you should create a letterhead design that is both formal and professional. Our blank university letterhead template is the perfect example.

WEST SACRAMENTO UNIVERSITY
PROVIDING GREAT EDUCATION SINCE 1955.

3563 Frederick St., W. Sacramento, CA 95605 | 222 555 7777 | office@wsu.com | wsu.edu

16. Nonprofit Letterhead Design

Nonprofit organizations aim to attract people to join their charity or donate. So you should make a letterhead that can help your organization pursue people. A simple design will do as long as it has the substance that can catch people's attention. Our nonprofit foundation letterhead template is the best example.

BEATON FOUNDATION
Building Society for the Future Generation

45 Neem St., Seattle, WA 89127
222 555 7777
beatonfoundation@hypemail.com

17. Cleaning Services Letterhead Design

Nothing can go wrong with creative letterhead designs, especially for cleaning services. As long as you're using the designs the right way, you have nothing to worry about. Take the cleaning services letterhead template below as an example.

Source

18. Graduation Letterhead Design

Our graduation letterhead provides you the elegance and simplicity. Even if it's simple, it still has an impact. You can use it if you want to make a similar design.

CLIFFORD GRADUATE SCHOOL
Knowledge Shapes the Future

600 Stratford Park., Sea Cliff, NY 11579
222 555 7777
info@cliffordgraduateschool.com

19. Travel Agency Letterhead Design

To make your travel agency credible and convincing, create a letterhead that suits your company. A simple design will do as long as it has the details needed. Our travel agency and tours letterhead is the perfect example.

PAULSON TRAVEL & TOURS
Travel Anywhere You Want

222 555 7777
paulsontraveltours@vibemail.com
23 Basset St., Los Angeles, CA 67213

20. Counseling Letterhead Design

The choice of graphics, icons, fonts, and the proper arrangement makes this behavioral [counseling letterhead](#) template a perfect contender for the most successful letterhead design.

**WOODLAND
BEHAVIORAL
SERVICES CENTER**

Helping You Cope and Manage in a Healthy Way

2281 Woodland Blvd., Lexington KY 30025
222 555 7777
woodland-bsc@zmail.com
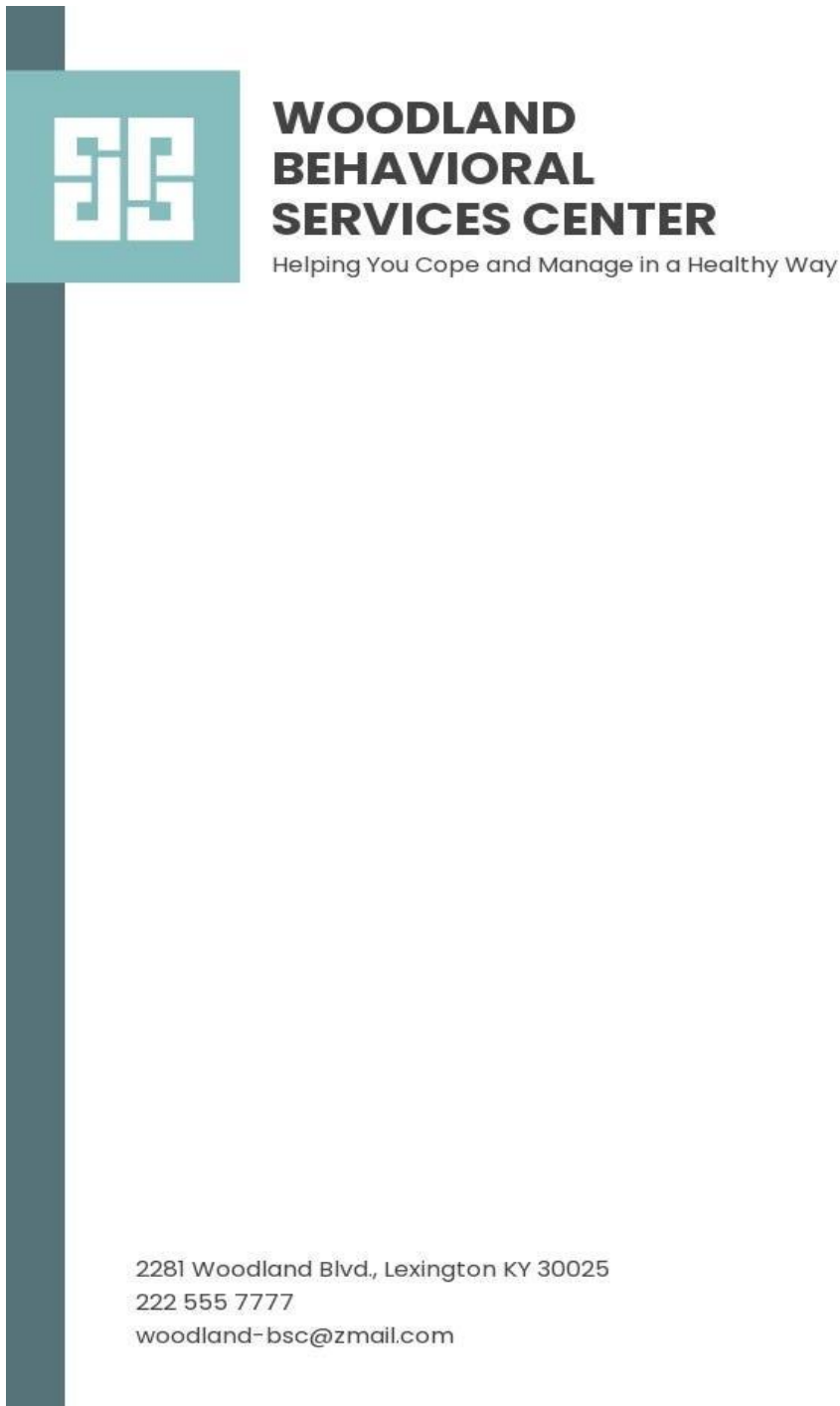
21. Music Letterhead Design

Many people love music. If you want people in the music industry to trust you, you need to improve your music company's letterhead. Our [music festival letterhead](#) is the perfect example.

MELODOM

222 555 7777
melodom.com
info@melodom.com
159 Hedge Street, Memphis, TN 38193

22. Club Letterhead Design

Clubs are usually happy and lively, so don't hesitate to create designs related to them. You can use our sample club letterhead template as your reference if you want to make a similar one.

LOVE DRUNK CLUB
All Night Party

90 Minogue St., Las Vegas, NE 24321
222 555 7777
lovedrunkclub@jetmail.com

23. Formal Letterhead Design

Our [formal corporate letterhead](#) provides you with the robust and professional design that most clients want to see in some companies' letterheads.

BLUE BIRD PUBLISHING
Connecting People Through Words

18 Seven St., Phoenix, AZ 89123
222 555 7777
contactus@bluebirdpublishing.com

TEMPLATE.NET

24. Apartment Letterhead Design

Simple letterhead designs will do. Take a look at how this apartment letterhead still looks appealing with simpler designs.
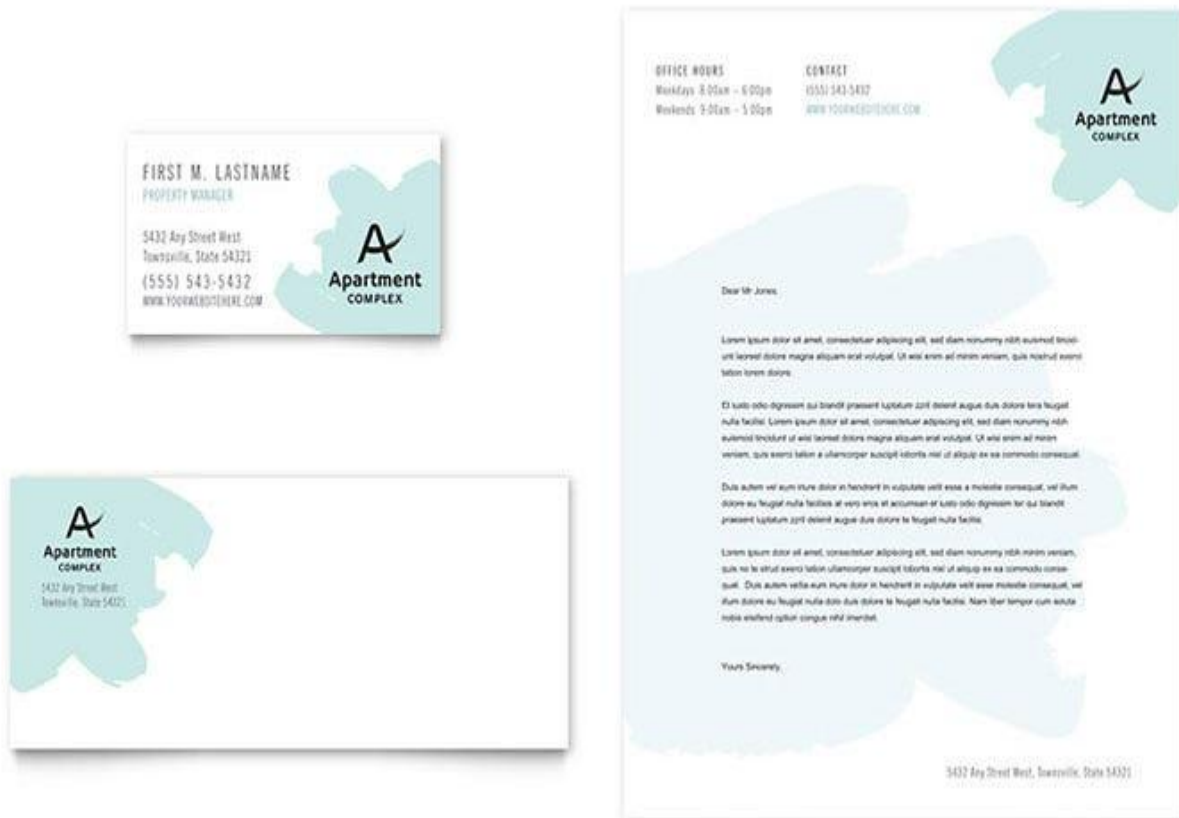
[Source](#)

25. Hotel Letterhead Design

When it comes to making letterheads for hotels, make sure it suits well with your hotel's theme. A simple design will do as long as it has the details needed. Our classic hotel letterhead is the perfect example.

QUEENS HOTEL
Stay Like a Royal

34 Benheim St., Los Angeles, CA 23145
222 555 7777
queenshotel@upmail.com

26. Startup Letterhead Design

To make people trust your startup business, make sure your letterhead never disappoints. You can use designs that are both formal and professional. Our [startup business letterhead](#) is the perfect example.

Tech Plus

27. Email Letterhead Design

Emails should be formal and professional. So if you opt to create a letterhead for your email, make sure it has the formality and professionalism to make it look credible enough. Take our business [email letterhead](#) as an example. [OBJ]

XENLOCK GROUP
Customer Satisfaction is Our Business

2508 Lawman Ave., Alexandria, VA 22312
222 555 7777
alicia-harmon@hypemail.com

28. Medical Letterhead Design

Our [medical transcription letterhead](#) provides you the simplicity and substance that people need. Even if it's simpler than other designs, it still has an impact that can attract people.

LANGDON MEDICAL TRANSCRIPTION

Accuracy and Care

77 Hodge St., Philadelphia, PA 23231
222 555 7777
langdonmt@upmail.com

TEMPLATE.NET

29. Community Service Letterhead Design

Our student [community service letterhead](#) provides you a simple yet beautiful design. You can use it as your reference if you want to make a similar design.

ST. JOHN'S ACADEMY
Guidance and Education
for Young Men

222 555 7777
st.johns-academy@zmail.com
1413 Musgrave St., Stanton KY 40380

TEMPLATE.NET
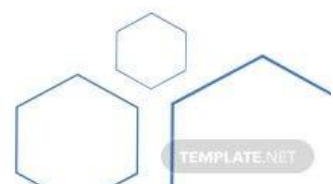
30. Political Letterhead Design

When creating letterheads for political purposes, make sure the designs are appropriate for the figure. You can also use your creative side but make sure to know your limit to avoid overwhelming your letterhead design. Take the political campaign letterhead as an example.

[Source](#)

31. Child Care Letterhead Design

Our [child care letterhead](#) provides you a unique design using asymmetrical figures or lines that makes it look good.

CANTERBURY DAYCARE CENTER

Providing the Best Child Care a Parent Could Ask for

3051 Cantebury Dr., New York, NY 10003
222 555 7777
canterburydaycare@hypemail.com

32. Consultant Letterhead Design

A consultant's job is both serious and demanding. So, create a letterhead that is appropriate for your job. Take our marketing consultant letterhead as an example.

JILLIAN WATSON
Marketing Consultant

23 Bennington St., San Francisco, CA 35421

222 555 7777

jillianwatson@hypemail.com

33. Sports Letterhead Design

When it comes to sports, you should showcase your creativity. Take our [sports camp letterhead](#) as an example.

AUGUSTA SPORTS CAMP
Giving the Best Training In the Basics of Sports

2656 Augusta Park, Huntington, WV 25701
222 555 7777 | augustasportscamp@zmail.com
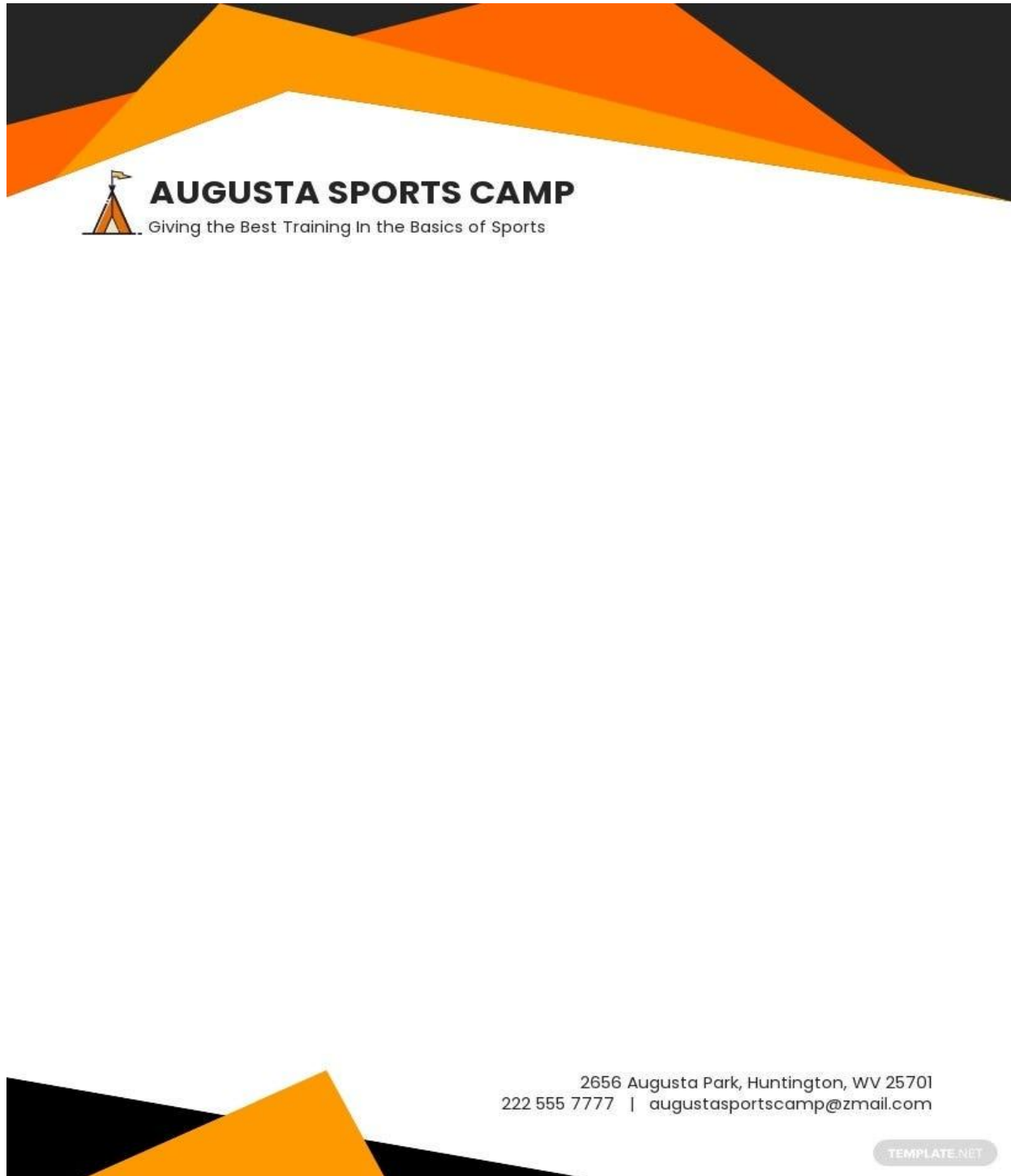
34. Corporate Letterhead Design

Just like business and office letterhead, your letterheads for your corporate activities or corporation should look formal and professional. Our corporate design letterhead is the best example.

Gleisen Corporation
THE BEST SOLUTIONS

25 Benson St., Saint Paul, MN 89765
222 555 7777
gleisencorp@hypemail.com

TEMPLATE.NET

35. Advertising Agency Letterhead Design

For people to trust your advertising agency, you should make your letterhead convincing and professional-looking. Our [advertising agency letterhead](#) is the perfect example.

ANDERSON
ADVERTISING

678 West Broadway
Los Angeles, California 90245
Phone (01) 456 7890
andersonadvertising.com
mail@andersonadvertising.com

36. Bakery Letterhead Design

Our [bakeries letterhead](#) provides you with a unique yet enticing design that can easily attract people's attention.

FRESH BAKERS

Baking Bread Fresh Every Day

22 Bono St., Los Angeles, CA 12534 | 222 555 7777 | freshbakers@hypemail.com

37. Home Maintenance Letterhead Design

For people to trust your service, improve your letterhead. Take our [home remodeling letterhead](#) as an example. You can use it if you want to make a similar design.

99 Brooklyn St., Salem, OR 46570
222 555 7777
morrisonhomeremodeling.com

MORRISON HOME REMODELING
Give Your House a New Look

38. Photography Letterhead Design

You can be creative in making a letterhead for photographers. You can add your own taste and flavor. However, make sure it doesn't overwhelm the design. You can use the photography letterhead below as an example.

39. Employer Letterhead Design

Employers should be trustworthy. So make a letterhead that could make you more credible in the eyes of your employees. Our employer letterhead is the best example.

OLIVER SMITH

Employer, Hannam Corp.
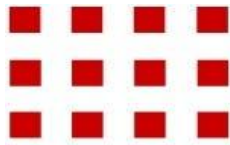
24 Brisom St., Los Angeles, CA 23145
222 555 7777
oliversmith@hannamcorp.com
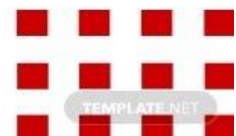
40. Small Business Letterhead Design

Small businesses should also create a letterhead to build their credibility. You can use our modern small business letterhead template if you prefer to make a similar one.

ALLURA ●
BUSINESS
SOLUTIONS

NO. 1 BUSINESS SOLUTIONS

2148 Goldcliff Circle
Washington, DC 20005

E: allurabusiness@gmail.com
W: allurabusiness.com

facebook.com/allurabusiness
twitter.com/allurabusiness

41. IT and Software Letterhead Design

Our [software company letterhead](#) provides you a minimal design with the essential details needed. You can use it as your reference for your future endeavors.

42. Automotive Letterhead Design

Our [automotive service letterhead](#) provides you a simple design with perfect colors. You can use this template as your reference if you want to make a similar design.

PRIAN AUTOMOTIVE SERVICES
The Best Auto Service

21 Jansen St. Phoenix, AZ 67123
222 555 7777
prianas@firemail.com

43. Manufacturing Letterhead Design

The choice of color, font, and style makes this [manufacturing company letterhead](#) a perfect example of a successful and effective letterhead.

WELLON INSURANCE
An Insurance Company You Can Trust

2508 Lawman Ave., Alexandria, VA 22312

222 555 7777

welloninsurance@zmail.com

44. Sales Letterhead Design

Our sales letterhead template provides you a simple yet enticing design. You can use this template as your reference if you want to make a letterhead in the same design.

PIKO GADGETS

ALL THE GADGETS YOU NEED

77 Hanson St., Seattle, WA 59734

222 555 7777

pikogadgets@landmail.com

45. Real Estate Letterhead Design

The choice of the background and font and its proper arrangements make this professional [real estate letterhead](#) a perfect example of an effective letterhead.

LENORE
REAL ESTATE
INCORPORATED

Maple Lane, Huntsville, Alabama 35801
256-893-5005 | info@companyname.com

TEMPLATE.NET

46. Personal Letterhead Design

You can personalize your letterhead based on your preferences. You can add your own flavor and make your own style. Take a look at the photography letterhead as an example.

47. Basic Letterhead Design

You can use a basic design for your letterhead. Basic design usually has simple, minimal, and properly arranged context. Take a look at how the ZTE letterhead design makes it possible.

Refe # _____

Date: _____

Office No: 44Madni Center Vehari Chowk, Near JS Bank Multan
Mob:03003392115,, Email ztapower@gmail.com,https://www.ztapower.com/

[Source](#)

48. Carpenter Letterhead Design

Our sample carpenter letterhead template gives you a simple but unique design that can catch people's attention. You can use this sample template as your reference if you wish to create a similar one.

MASON CARPENTRY

Building Your Dreams Up

594 Woodland Ct., Rousseau KY 41366
222 555 7777
masoncarpentry@hypemail.com
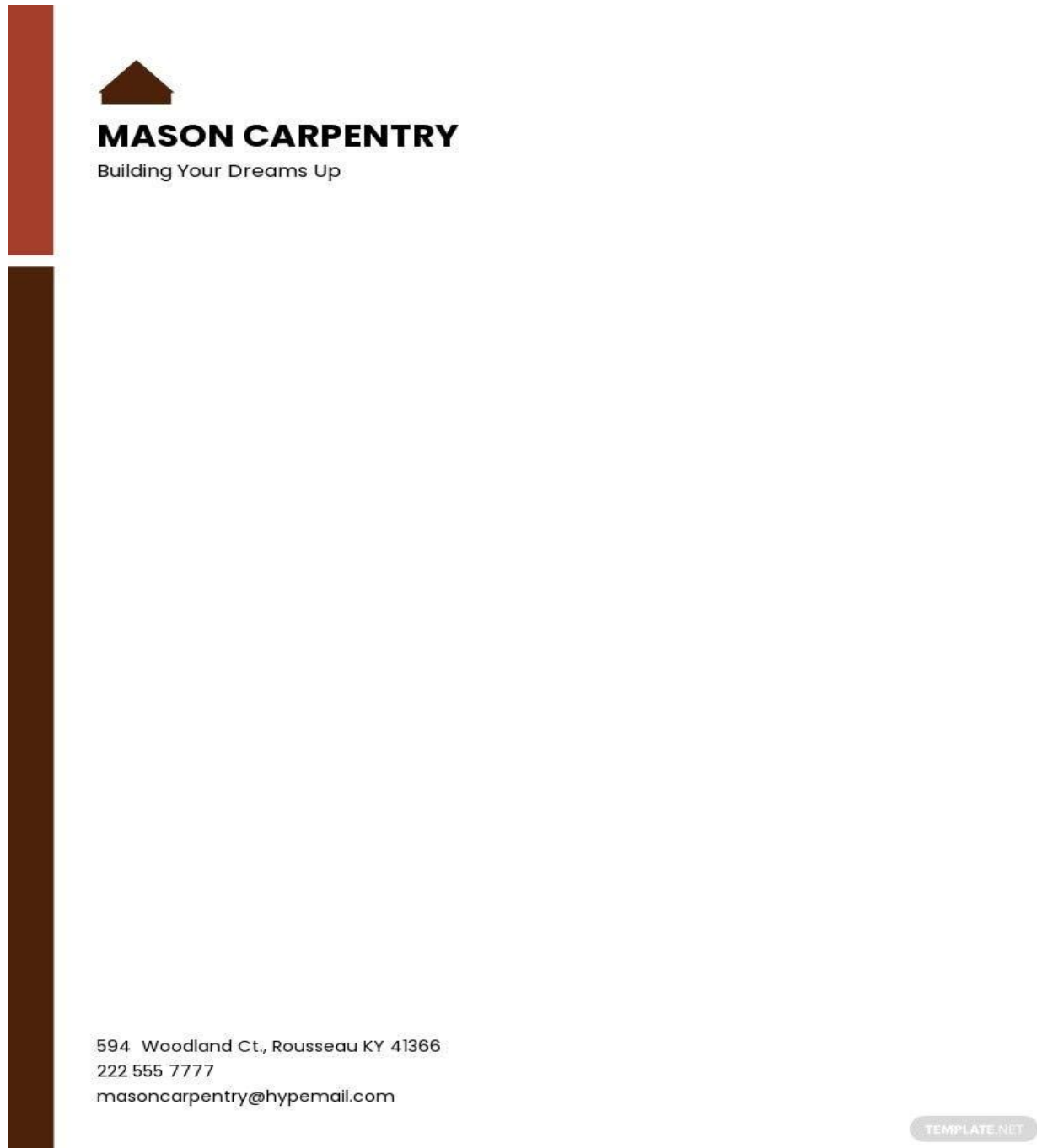
49. Director Letterhead Design

The choice of font, color, arrangement and placement makes this [director letterhead](#) template a perfect example of an effective letterhead.

HENRY ANDERSON
Director, Jenais Liquor

90 Barden St., Tampa, FL 20934
222 555 7777
henryanderson@jenaisliquor.com

50. Accounting Services Letterhead Design

Make your letterhead look professional so clients would trust your services, especially when it comes to accounting. Our accounting services letterhead is the perfect example.

FOXER ACCOUNTING SERVICES
Accuracy is the Key

79 Island St., Augusta, ME 50965
222 555 7777
foxeracctgservices@vibemail.com

LETTERHEAD FORMAT

Although each letterhead has its own design, they all contain the same elements. The format provided below can help designers who want to learn more about letterhead design.

1. The Logo

The first thing you need to know about letterhead is the company's logo. It should always be present since it represents your company. Make your logo now and get started.

2. The Business Name

Apart from the logo, you should also include your business name. It should always be shown alongside the logo. Letterhead designs ensure to keep the two together since they represent the company.

3. The Details

Aside from the logo and the business name, you should also include details such as address, contact details, and emails. It can add flavor and credibility to your letterhead.

4. The Borders

Borders draw viewers into areas where all of the essential elements are located. In some circumstances, they can even be considered an integral part of the design. Experiment with border placement and style to discover more letterhead design ideas.

General FAQs

What is a letterhead?

A letterhead is a heading on the uppermost sheet of your company paper. It includes your company's name, phone number, address, and logo. It is used for all the documents and letters you'll send and create for your company.

What is the purpose of letterhead?

The function of a letterhead is to ensure that your brand is consistent throughout all of your business communications. That's why most people start their letters with their logo at the top.

Why is it important?

A letterhead is just as significant as a brand because it symbolizes a firm and gives potential customers a first impression. Without such, your company would look less credible, and only a few will trust your service.

What to include in a letterhead?

There are various things you need to include when creating a letterhead. The first thing would be your company logo, then the business name, address, contact details, email, and most importantly, its company registration number.

Who can use a letterhead?

People frequently believe that only large organizations can use letterheads to communicate between two parties. However, it should be used by businesses of all sizes, whether they are individuals, small businesses, or major corporations.