

Tips for Making a Letterhead

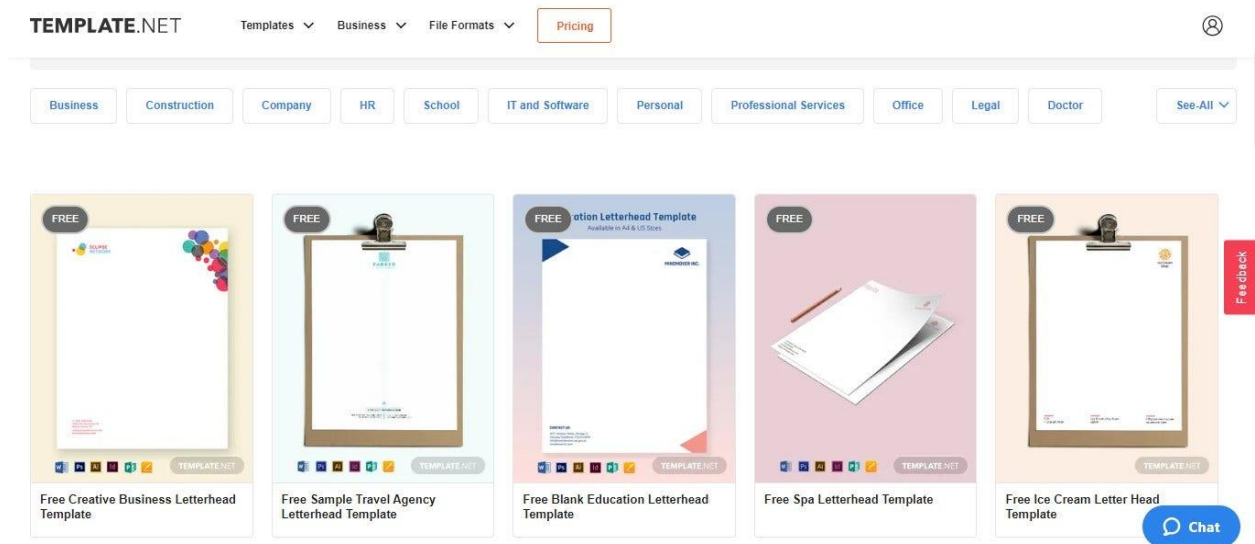
- **Step 1: Make It Simple**

First of all, letterheads need to be simple. They don't need to look extravagant since they aren't the main elements of a document. Some letterheads even have simple text and minimalist logo styles and they still look presentable.

- **Step 2: Choose a Reliable Letterhead Maker**

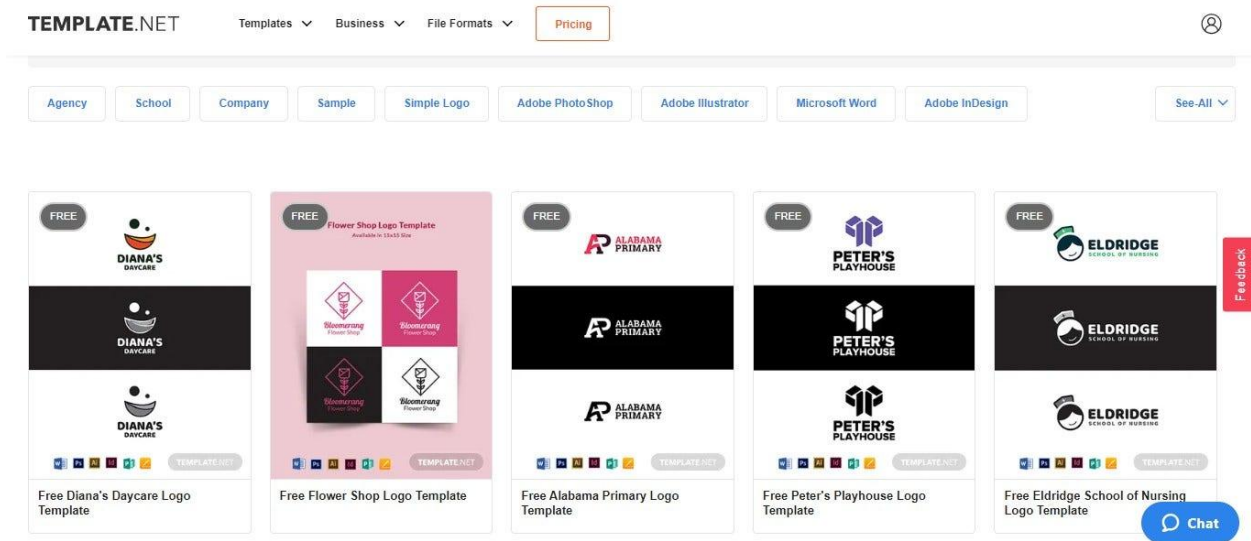
Choosing an excellent letterhead maker is essential to the process. The one you'll choose should have all the necessary tools to draft a quality letterhead. While apps like Photoshop, Illustrator, and InDesign are considered the most ideal, you can use MS Word or Google Docs. They're more user-friendly and they have the features for crafting letterheads in mere minutes.

- **Step 3: Use a Letterhead Template**



We highly recommend that you use letterhead templates. They have ready-made designs and formats which include sample logos. They're affordable and some are even downloadable for free. With templates, making your letterhead will be a lot faster.

- **Step 4: Showcase Your Brand**



Your letterhead should showcase your brand. The most important thing you need for that is your company logo, which is the face of your organization. Your company logo must stand out on the letterhead. Make sure to insert a high-quality image or copy of it. If you don't have a logo yet, you can make one with the help of logo templates.

- **Step 5: Use Colors But Not Too Much**

Colors can make your letterhead more vibrant and eye-pleasing. However, you should use them sparingly. Remember that your letterhead must look simple and professional. Putting too much color might overshadow the essential contents of your letterhead and the documents.

What are the four components that should be on letterheads?

The four components that should be on every letterhead are the business name, official brand logo, mailing address, and general contact information (phone numbers, email addresses).

What is the ideal size for a letterhead logo?

The ideal size for a letterhead logo is 300 x 120 px.

Should a letterhead be on every page?

No, a letterhead doesn't have to be on every page. What's more important is that it should be on the document header or on the first page.