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| MERUSCASEThe Superior Case Management System Letter Left Letterhead Middle Letterhead Right Subheading Subheading Subheading |

Choose Font: Choose your font. Size: Choose size. Choose amount. line(s) of spacing.

December 21, 2015

Choose amount. line(s) of spacing.

John A. Sample  
1024 Easy St., Apt 100  
Anytown, CA 55555   
 Choose amount. line(s) of spacing.

Margins should be Choose distance. inche(s) 🡪

**RE: John Sample v. Walmart Inc.**

Carrier: Wilshire Insurance

DOI: 5/28/2010

Claim #: D1656541

Case #: ADJ1000000

Choose amount. line(s) of spacing.

Dear Mr. Sample:

Choose amount. line(s) of spacing.

Thank you for choosing MerusCase. Typically, it is good practice to have a consistent format for all letters that are created in the office. This filled out template is **required**, and will be used to set the basic structure of what your migrated letters will look like. Now would be the perfect opportunity for you to set your standards for a consistent business letter format, one of which that your office will utilize with MerusCase.

Choose amount. line(s) of spacing.

We ask that you complete the drop down boxes within this template and send the completed template back to us. This template will dictate the amount of line spacing, margins, and what the signature line should contain. The format details given on this page will be used for all your office documents. By filling this out and getting it back to us promptly, will save time and smooth out the template creating process. Thank you.

Choose amount. line(s) of spacing.

Signature should read:Edit signature.

Choose amount. line(s) of spacing.

Adam Attorney

Add a caption? Enter your caption if one is wanted.

Choose amount. line(s) of spacing.

AA/fb

Enclosure:

Cc: Choose a cc type.

- End Document –

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| **Person in charge signature (type):** Your full name.  **After filling out and saving this document, please email it to** <support@meruscase.com>  **Thank you.** |