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| MERUSCASEThe Superior Case Management SystemLetter Left Letterhead Middle Letterhead RightSubheading 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

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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](support%40meruscase.com)**Thank you.** |