Head of Department

XXXX

Secretary

XXXX

XXX Manager

XXXX

121 George Street,

Edinburgh, EH2 4YN

Tel: 0131 225 5722

Email: XXXX@churchofscotland.org.uk

Scottish Charity Number: SC011353

# H1

## H2

### H3

Normal (paragraph/body text)

* Save and use this MS Word template document to create letters. This is set up specifically to aid accessibility and standardise your workflow.
* Keep to only the prescribed styles
(see the 'Styles Pane' in the command bar at the top right of the MS Word interface).
* Unless tagged and anchored in to the text, please avoid using text boxes.
* Take care not to copy/paste from another MS Word .doc as this will import any number of undesired styles.
* Note: The first page of this document is set to carry the Church of Scotland logo (header - top left)
1. Numbered list item
2. Numbered list item
3. Numbered list item
* Bulleted list item
* Bulleted list item
* Bulleted list item

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Header Row | Header Row |  |  |  |  |  |
| Column 1 | Column 2 |  |  |  |  |  |
| Column 1 | Column 2 |  |  |  |  |  |
| Column 1 | Column 2 |  |  |  |  |  |