



## Letterhead template (8.5in x 11in)



### Safe Area: 8in x 10.5in

Keep all the important parts of your designs (text, logo, icon etc.) within



### Trim Line: 8.5in x 11in

This is where the artwork will be trimmed.



### Bleed Area: 9in x 11.5in

If your background extends to the edge of the trim line, extend it to the outer edge of the bleed area so you don't have white edges when it's trimmed.