

ANCA INFORMATION GOES HERE.

### Dear <Name>

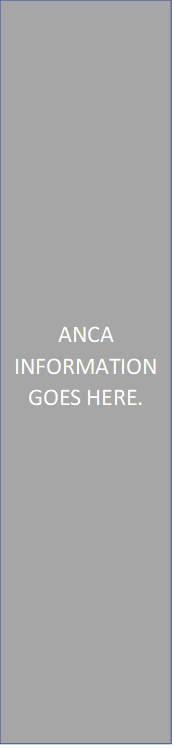
Insert image/banner image here. Maximum pixel width 350.  Height flexible  
 **Place main header/title here (Arial Size 18)**

**This is the size and style for subheadings (Arial size 14)**

* **If you want bullets, this is the size and style for them. (Arial size 12 bold). This sample is bold – you can make it unbolded if you prefer.**

This is a sample of a standard (non-bullet, non-numbered paragraph. You can choose any combination of bullets, numbers and standard paragraphs you like, but the total word count needs to be 500 words or less.

* **Feel free to mix and match styles (from the samples given, as long as you stay within the 500 word limit. (Arial size 12 bold).**

1. You can insert up to three images per email blast. Please make sure they are a maximum width of 350 pixels (height can vary). Please insert the pictures into this document, so we can see clearly where you want them to go, but please also send them as attachments, to make sure we get good quality images in the finished email. (Read on…)
2. Acceptable file formats are jpg/jpeg, png or gif
3. If your requirements are beyond the scope of this template, please contact the office to discuss. We can accommodate more complicated designs, but they will incur an extra cost and take more time to produce.
4. If you send us material that requires extra work, we will contact you before we go ahead with the email blast to discuss costing and timing (and check whether it was intentional or accidental!)

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