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# WQHD Letter Creation Tutorial
## Step 1: Set Up Your Document
- Open your design software (e.g., Adobe Photoshop, Illustrator).
- Create a new document with the dimensions of 2560 x 1440 pixels (WQHD
resolution).
## Step 2: Choose Your Font
- Select a font that fits the tone of your letter (e.g., Arial, Times New
Roman).
- Set the font size based on your layout (usually between 12pt - 14pt for
body text).
## Step 3: Write Your Letter
### [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: State the purpose of the letter.]
[Body paragraph(s): Elaborate on the purpose, provide details, and
communicate your message.]
[Closing paragraph: Summarize your key points and include a call to
action, if applicable.]
Sincerely,
[Your Name]
## Step 4: Review and Adjust
- Proofread your letter for grammar and clarity.
- Adjust alignment, spacing, and any design elements as necessary.
## Step 5: Save Your Document
- Save your letter in multiple formats (e.g., .jpg, .pdf) for easy
sharing and printing.
- Ensure high resolution for any printed versions.
## Step 6: Print or Share
- Print your letter or share it electronically via email or other
platforms.
### Additional Tips:
- Use appropriate branding elements if necessary (e.g., logo, colors).
- Make sure to maintain a professional tone throughout.
### End of Tutorial
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