

Address and Send a Letter



Useful Information

If you want to send an email instead of a letter, see [Email Letters and Statements](#).

You can write a letter and address an envelope to a family or an individual.

1. Locate the family or individual you want to send a letter to.
2. In the navigation pane, click **Individual Letter, Label**.
3. Select the report you want.



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Alternatively, you can add a new report or copy an existing report. See the Additional Field Information below for more information.

4. If the family or individual prefers email over regular mail, select to send the letter via email. Click **Next**.
5. In the Overview window, you can edit the name and description, select a report owner, and designate report access. Click **Next**.
6. Select your printing options, and click **Next**.
7. Set the options in the Layout window. Click **Preview > Print**.

Additional Field Information

Add

If you want to create a customized report, you can add a new simple report or [build an advanced report](#).

Copy

If you like the format of a default report but want to add an additional field or message, you can copy the default report, customize it, and save it with another name – all without losing the original report format.

Related Topics

- [Create Reports](#)
- [Letters and Statements](#)
- [Labels and Envelopes](#)
- [Email Letters and Statements](#)