You can edit this letterhead for your local area or unit. To edit the header or footer double click in the space:

* You can update the logo in the top right corner with a localised logo. Localised logos can be downloaded from the [online design centre (ODC).](https://www.girlguiding.org.uk/information-for-volunteers/resources/our-brand-and-how-to-use-it/create-a-resource/) Please do not use the 'Girlguiding' logo without a local area or unit name, as it could imply the letter has been created at a national level.
* Add your address and telephone number to the top right corner.
* Replace the email and web address with your local area if needed.
* If you have your own charity number, please remove The Guide Association numbers, and add yours.