Edit a Letter Template

> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Templates can be modified at any time, click the **Edit** button and make changes as required.

1. Click **Administration**.

2. Select **Correspondence** from the left side menu.

3. Select **Letter Templates**.

    a. The letter Templates screen will display and show any existing templates already created.

4. Select the **Edit** button next to the relevant existing letter template.

    a. The edit Letter template screen will display

5. Update the template/ make any edits.

6. Select **Update Letter template** button to save modifications.

Note: Modifying the templates will not change templates that have already been created in a patient record.