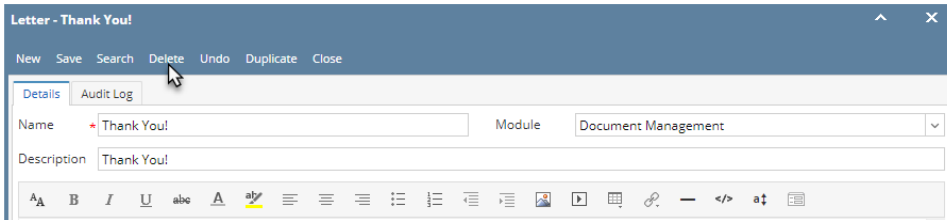
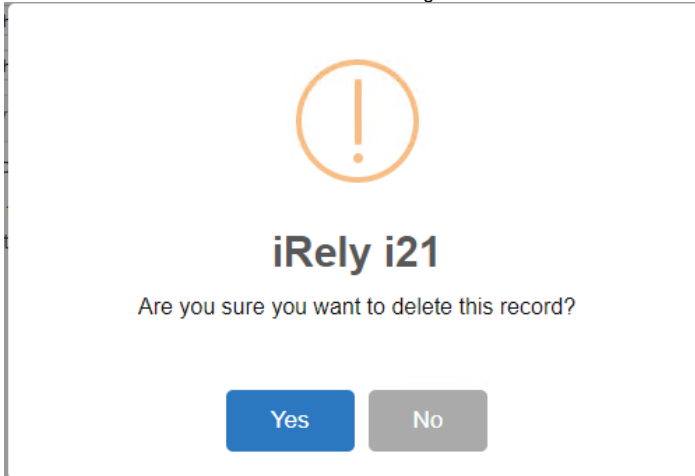


How to Delete a Letter Template

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Letters**
3. Select and open an existing record
4. Click the **Delete** button

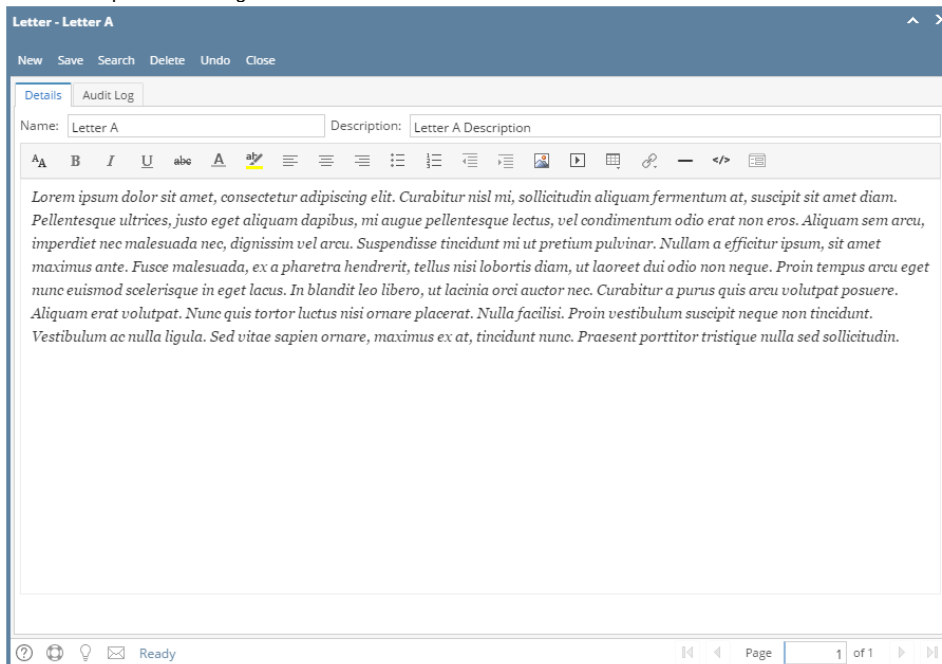


5. Click the **Yes** button on the confirmation message



Record will be deleted.

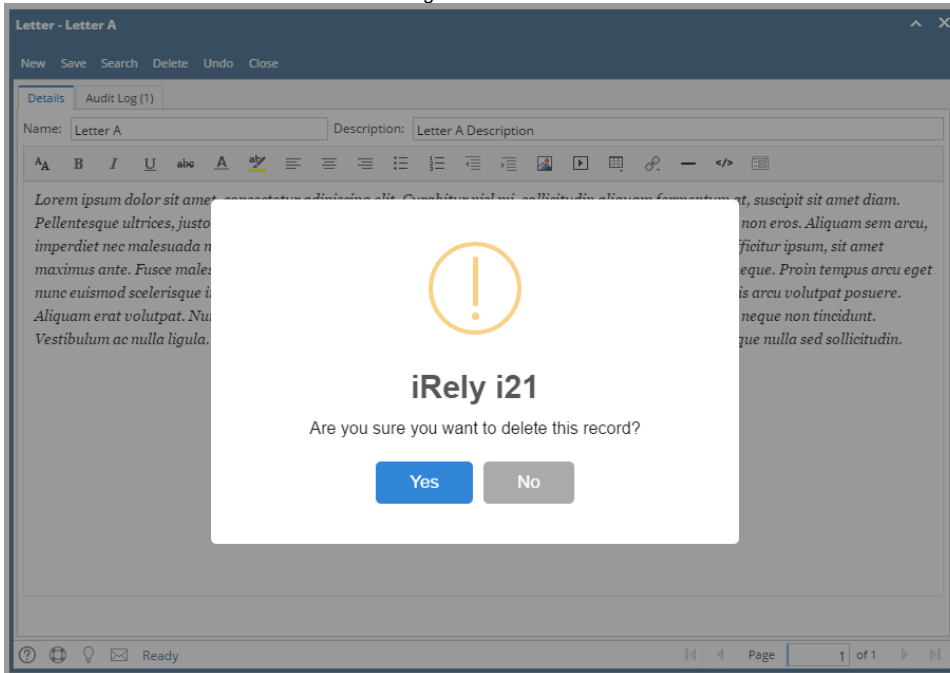
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Letters**
3. Select and open an existing record



- Click the **Delete** button

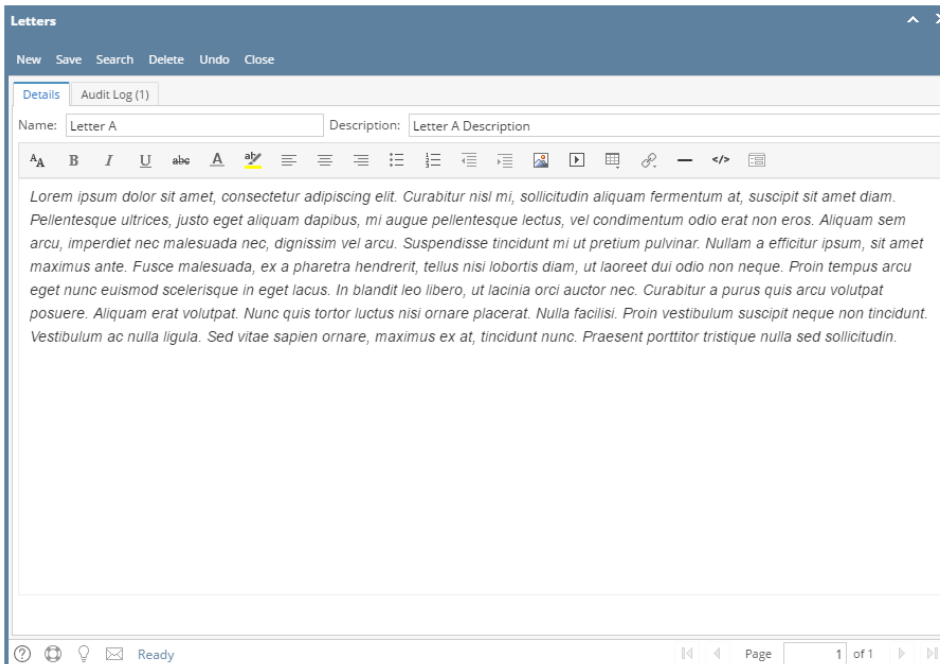


- Click the **Yes** button on the confirmation message



Record will be deleted.

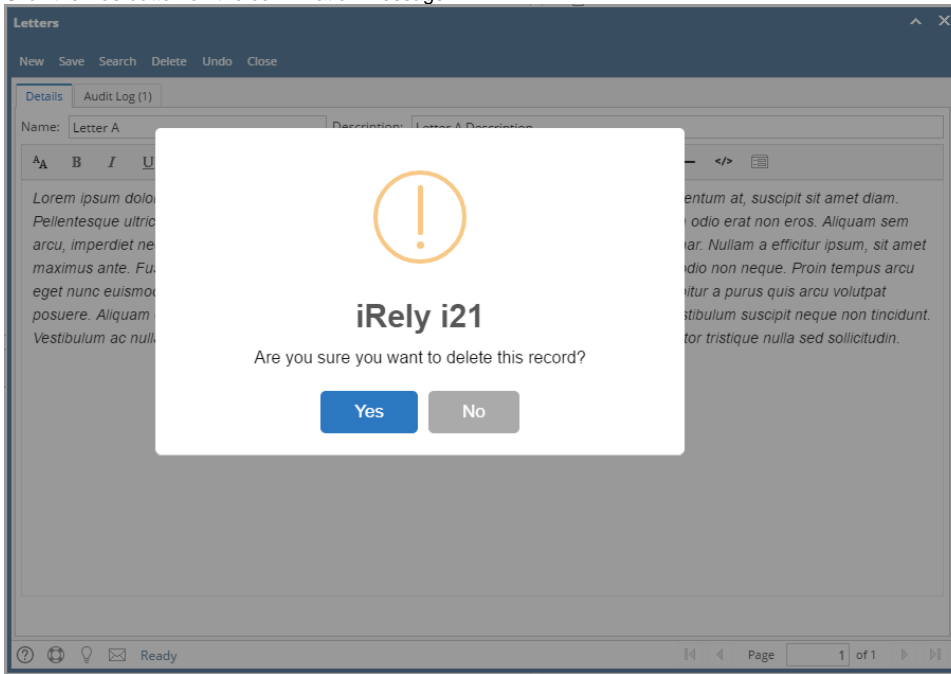
- Log in as **Admin user**
- On user's menu panel, go to **System Manager** folder then click **Letters**
- Select and open an existing record



- Click the **Delete** button



5. Click the **Yes** button on the confirmation message



Record will be deleted.