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<Insert today's= date=><Insert parent/guardian's= name= and= address=>Re: <Insert child's= name=>To whom it can care: According to our records, a patient was from during <Child's name=> <Name of= your= practice=> <Insert the= tax= year= from= the notice=>. Our data reflect that the child lived <Street address,= city,= state=zip= code= (if= the= child= moved= during= the= year= show= all= addresses)=>van , and that the child was on service at <Time period= child= was= a= patient=> <Insert the= dates= you provided= services= during= the= tax= year= on= notice=>. Our data also reflects that the child's parent or guardian was at this time <Parent's or= guardian's= name(s)=>. The address of the child's parent or guardian during this period was listed as <Parent's or= guardian's= address(es)=>. Sincere, <Signature of= employee=> <Insert name=> <Insert title=> <Insert phone= number= or= employee=>Page Last Reviewed or Updated: 19-Feb-2020 Canva is a fully functional graphic design tool that lets you create invitations, flyers, social media graphics, and more, all in one platform. To make designing even easier, regardless of your skill level, Canva gives you access to a wide range of design templates and the option to create and customize your own templates. Some of the template options Canva offers to individuals and freelancers are: LogosPostersFlyersInstagram, Twitter and Facebook postsPresent presentation cards and invitationsA4 documents and letterhead menusMenusBrochures To get started with Canva, you first need to sign up for a free account. Once you sign in, you'll see your Home screen, packed with interesting and useful templates to choose from. 10'000 Hours/Getty Images The Canva Start screen shows you all your past designs, designs shared with you, and trash can access to remove old designs you no longer need. Also on the home page you will find all available Canva templates for creating new designs. Use the template slider to scroll through the available templates until you find one that suits your design needs. To find a template, use the search bar at the top of your home page. Once you've found a template you want to use, select it to open the design screen. If you really want to personalize your design, select Custom Dimensions, located on the left side of the Home screen, to choose your own width and height for your design. From here you get started with customization and creation. Select Templates on the left side of the screen. You'll see a menu of other design templates that you choose to jump-start your design. To use one of these options, drag it to your empty template. If you have one of the in the design, select it to open the toolbar at the top of the design screen. You remove elements, their color, font, etc. Once you're happy with your design, download it or select Start in the upper-left corner of the screen to navigate back to your home page. There are many reasons why<Insert> </Insert> <Insert> <Signature> <Parent's> <Parent's> <Insert> <Time> <Street> <Insert> <Name> <Child's> <Insert>/Insert>>Insert> you may want to consider creating your own Canva design templates. For example, it's useful to have a template when you want to create an ad on social media every week instead of creating it over and over again. You also make different versions of your logo for later use. Whatever the case, before you create your own templates from an existing design, you'll need to create a Canva folder to save them. To create the Canva folder, go to start and select Folders from the menu on the left. Then select Create New on the right side of the screen. Enter the name of a folder and choose whether you want to share your folder with someone else. Give your folder a specific name that's easy to understand to keep your designs organized. You even create multiple folders for different templates, such as Social Media Templates or Blog Templates. Select Create Folder. Opens your new folder and shows a list of all your folders on the left side of the screen. Decided you'd like to share your template folder with others, right? Select Share, in the upper-right corner of your folder's main screen. Find the design you want to use as a future template from your list on the home page, and then drag it into the folder on the left side of the screen. Open your new folder and your design will be there, ready to go. You also select the ellipses on your design and then select Move to Folder. When you're ready to create a template from the design, select it to open the design info window. On the right, select Use As Template, and Canva opens the design as a copy. You now make the necessary changes. Make sure you change the name of your new design. Select the field to the right of Upgrade on the toolbar at the top of the design screen. If you just want to copy an existing design without creating a template, it's easy to do from Start. Find the design you want to copy, select the ellipses in the corner of the image, and select Create a copy. Canva duplicates the design without opening a new design screen. Last updated on November 26, 2020 As playwright Wilson Mizner supposedly said all the way back in the 1930s,Be kind to everyone on the way up; You'll meet the same people on the way down. The adage is the perfect prototype for relationship building in 2020, although we may want to expand Mizner's definition of species with helpful, respectful, grateful and above all crediting your colleagues along the way.5 Ways to change your relationship Building MagnetismRelationship formation doesn't come easy for everyone. Today's computer culture makes us more insular and less likely to reach out- not to mention our new work-from-home situation where we are only able to communicate virtually. Nevertheless, an important part of career engagement and success, and it gets better with practice. Here are five ways you can strengthen your relationships:1. Lawyer for other the initiative to speak out in support of the good ideas of other team members. This lets others know that the success of the team takes precedence over your personal success needs. Go behind each colleague's innovative approach or smart solution and offer all the help you can help you through. Teammates will appreciate your vote of confidence and your support. 2. Show CompassionIf you learn that someone you work with has gone through difficult times, get in touch. If it's not someone you know well, a handwritten card expressing your sympathy and hope for better times ahead would be a first gesture. If it's someone with whom you regularly interact, the act might involve offering to take on some of the person's work to provide a necessary reprieve or even bring in a homemade dish as a way to provide comfort. The expression of compassion will not go unnoticed, and your relationship building will have found a foothold.3. Communicate regularLyMak an attempt to share all the information with team members that will help them do their job more effectively. Keeping people in the loop says a lot about your consideration for what others need to deliver their best results. Try to discover the way each team member communicates. Some people are fine relying on emails; others want to make a phone call. And once we finally get back together in offices, you determine that face-to-face updates may be most beneficial for some members.4. Ask for feedbackShow your willingness to seek advice and guidance will make a positive impression on your boss. When you make it clear that you welcome and accept directions, you show candor and confidence in what opinions your supervisor has to offer. Your tendency to consider ways to improve your performance and strengthen all work interactions will signal your strong relationship skills. If you are in a work environment where you are asked to give feedback, be generous and compassionate. That doesn't mean I'm wishy-washy. Always try to provide the type of feedback you wouldn't mind receiving.5. Give Credit Where It's DueBe to the employee who remembers to credit the employees with their contributions. It's a surprisingly rare talent to credit others, but if you do, they will remember to give you credit, and the collective credit your team will incur will be worth it. How does relationship building careers work? Once you've strengthened and deepened your relationships, here are some of the great benefits:Work doesn't feel as much like WorkAccording to a Gallup poll, when you have a best friend at work, you're more likely to feel engaged with your work. Work is more fun when you have positive, productive relationships with your colleagues. Instead of devoting time and energy to overcoming difficult you spend time enjoying the camaraderie with colleagues while working on projects together. If your colleagues are your friends, passes quickly and challenges don't weigh so heavily. You good helpIt is easier to ask for help if you have a good working relationship with a colleague. And with office tasks changing at the speed of technology, chances are you're going to need some help acclimatizing- especially now that the work has gone remotely as a result of the COVID-19 pandemic. Much of the relationship building relies on your real expressions of appreciation towards others. Showing gratitude for the help of another or for their willingness to put in the extra effort will let them know that you appreciate them. Mentors Come Out of the WoodworkMentors have proven to promote your professional and career development. A mentor can help you navigate how you approach your work and keep you up to date with industry trends. They have an abundance of experience to exhaust that can be invaluable in advising you on achieving career success and progress. Mentors flock to those who are adept at building relationships. So, work on your relationships and keep your eyes peeled for a worthy mentor. You Pull Together as teamGreat teamwork starts with having an abundance mentality rather than a scarcity mentality. Too often, employees view all projects through a scarcity mentality lens. This leads to office struggles as employees compete for their piece of the pie. But in an abundance mentality mode, you focus on the strengths that others bring rather than the possibility that they are potential competitors. Instead, you make relationship building efforts to ensure a positive work environment rather than a hostile one. When you let others know that you intend to support their efforts and contribute to their success, they will respond in kind. Go, team! Your network is expanded and your salary extends your relationship building reach beyond your peers to include customers, suppliers, and other industry stakeholders. Your extra efforts can lead to additional sales, a more rewarding career, and even rapid professional progress. And don't forget the importance of building warm relationships with assistants, receptionists, or even interns. Make sure you build bridges not only for your boss and your boss's boss, but also for those who work under you. You find that someone you wouldn't expect will put in a good word for you with your supervisor. Building and maintaining good working relationships with everyone you come into contact with can pay off in unforeseen ways. You never know when that underling will turn out to be the company's golden child. Six years from now, you might go to them for a job. If you have built up a good, trusting working relationship with others along your way, you will be more likely to be considered for positions that people may be looking to fill up. Your Job Won't Stress You OutStudy shows that about 83 percent of U.S. workers have work experience with work-related stress. Granted, some of that stress is now likely caused by the new pandemic-activated workplace workplace but bosses and management, in general, are reportedly the main source of stress for more than a third of employees. Having meaningful connections between colleagues is the best way to make the work less stressful. Whether it's others who are too commiserate with, bouncing ideas off, or bringing your best performances, friendships strengthen the group esprit de corps and lower the stress level of your job. Your Career Shines BrightWio would make you feel better about approaching a recommendation or asking for promotion: a cold, distant boss with whom you only have an impersonal relationship or one you know as a person and with whom you have built a warm, trusting relationship? Your career progression will always excel if you have a mutual bond of friendship and appreciation with those who may recommend you. Think of the plug you might receive from a supervisor you know as a friend versus someone who stays detached and only notices you in terms of your ability to meet deadlines or reach goals. When people fully know your skills, strengths, personality and aspirations, you have promoters who will sing your praises with every chance for progress. Last thoughts At the end of the day, it's who you know not what you know. When you build relationships, you build a pipeline of colleagues, work partners, team members, current bosses and former bosses who want to help you, who want to see you succeed. At its core, every business is a people business. Making a point to the small but meaningful actions that build the basis of a good relationship can be instrumental in cultivating better relationships at work. More articles about Relationships BuildingFeatured photo credit: Adam Winger via unsplash.com unsplash.com