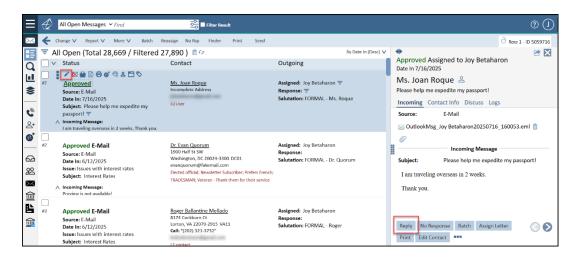


## **Creating a New Form Letter from a Custom Reply**

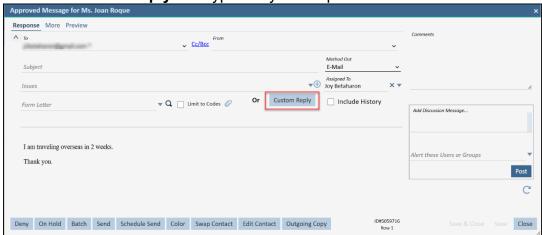
Market: House, Senate

**Description:** When typing a Custom Reply to a Constituent, you may wish to save that reply as a new Form Letter for future re-use. This guide walks through the process of accomplishing this.

1. Click on Reply for the Open Message you are typing your Custom Response to.

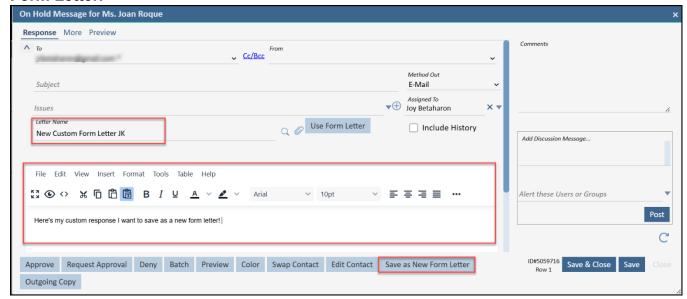


2. Click on Custom Reply and type out your response.

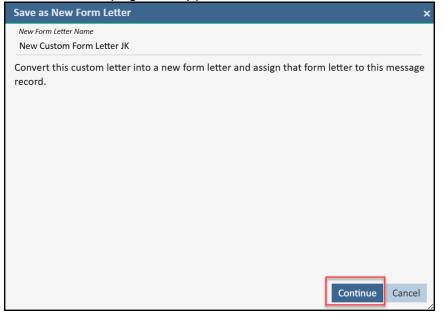




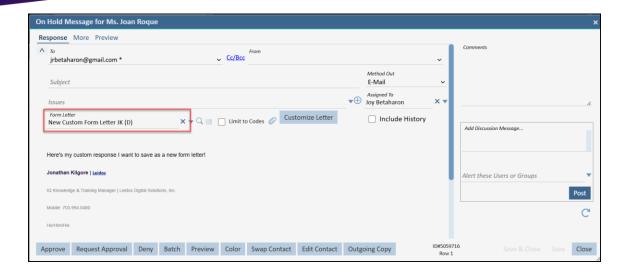
**3.** Type out a name for your new Form Letter under Letter Name, then click on Save as New Form Letter.



**4.** A confirmation page will appear. Click **Continue**.



**5.** Your New Custom Letter has now been saved as a new Draft Form Letter. Note that this letter will have to approved in order to be sent.



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