

## **Allied Financial Software Knowledgebase**

### **Mail Merge Template for Home Address in ACT! 6.0**

Your clients receive all of their mail at their home address. When you go to write a letter their home address does not show on the ACT word processor.

How do I get the home address in my letters?

Select Write, Edit Document Template

Look in C:\Program Files\ACT!\Templates and select A4A Letter with home address.ADT for Microsoft Word Processors  
and A4A letter with home address.TPL for ACT! Word Processor.

Copy and Paste body to this template and save document as something else.

You have created this document, now its time to Mail Merge. Enter Here.

Act4Advisors

<http://software4advisors.com>

Allied Financial Software, Inc.

<http://kb.actforadvisors.com/questions.php?questionid=34>