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## Alma Letters Salutation String

- **Product:** Alma
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### Problem

The out-of-the-box salutation in Alma letters contains "Dear Sir/Madam" but we want a different text. How can we change it?

### Solution

1. Go to **Alma Configuration > General > Letters > Components Configuration**
2. Click **Edit** in the Actions menu [...] for mailReason.xsl
3. Click **Customize** in the Actions menu [...] to change the **Description** field for the Code "dear"

For example, the out-of-the-box may contain: "Dear Sir/Madam". Change it to any other text.

4. Click **Save** to save your changes.
  5. Use letter preview feature to confirm that it looks the way you want.
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