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| --- | --- | --- |
|  |  | {First Name}{Last Name} |
|  |
| Date[Recipient Name][Title][Company] | [Recipient City][Recipient Address]  |
| Dear [Recipient Name][If you’re ready to write, select a line or paragraph of tip text and start typing to replace it with your own. Don’t include space to the right of the characters in your selection.][It’s easy to match any of the text formatting you see here. On the Home tab of the ribbon, check out the Styles gallery for all styles used in this letter.]Sincerely,[Your Name] |
|  |
| [Your Address] |
|  |
| [Your Phone] |
|  |
| [Your Email] |
|  |
| Your Website |
|  |  |