

[First Name] [Surname]

Date

[Recipient Name]
[Title]
[Company]

[Recipient Street Address] [Recipient City, ST Zip]

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]









