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|  | |
| [Your name]  [Address] **•** [City, County/Region, Postcode] **•** [Phone Number] **•** [Email Address] | |
|  | |
| Date  [Recipient Name] [Title] [Company] | [Recipient Street Address] [Recipient City, County/Region, Postcode] |
| **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, take a look at the Styles gallery for all styles used in this letter.]  Yours sincerely,  [Your name] | |