SENDER COMPANY NAME

Sender company address

|  |  |
| --- | --- |
| Date |  |

«AddressBlock»

«GreetingLine»

With this mail merge template, you can create a batch of personalised letters to send to your professional contacts. This letter already contains the fields above for an address block and greetings so you can start your mail merge from the Mailings tab.

To get started straight away, simply select any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box or table? No problem! On the Insert tab of the ribbon, simply select the option you need.

Find even more easy-to-use tools on the Insert tab, such as tools to add a hyperlink or insert a comment.

Think a letter that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, in the Home tab of the ribbon, take a look at Styles.

Yours sincerely,

Your Name