Your Name

Company Street Address

City, County, Postcode

Recipient Name

Street Address  
City, County, Postcode

Date

Recipient Name

Street Address  
City, County, Postcode

Dear Recipient Name:

To get started straight away, simply tap 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! In the Insert tab of the ribbon, simply tap the option you need.

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

Styles in this document have been customised to match the text formatting you can see on this page. In the Home tab of the ribbon, take a look at Styles to apply the formatting you need with just a tap.

View and edit this document in Word on your computer, tablet or phone. You can edit text; easily insert content such as pictures, shapes and tables; and seamlessly save the document to the cloud from Word on your Windows, Mac, Android or iOS device.

The envelope attached to this letterhead is formatted for standard size 10 (104.775 x 241.3 mm) envelopes. Before printing your envelope and letter, make sure that you check that the envelope you want to print on is loaded in your printer.

Yours sincerely,

Your Name