SENDER COMPANY NAME

Sender company address

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

Recipient company name

Recipient title

Recipient company address

Dear Recipient Name:

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