[Your name]

[Street address, Town/city, County Postcode] | [Telephone] | [Email]

[Date]

[Recipient name]

[Title]

[Company]

[Street address]

[Town/city, County 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]