Date

Recipient Name

Title

Address
Town/City, County Postcode

Dear Recipient Name:

To get started straight away, just click 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, just click the option you need.

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

Sincerely,

Sender name