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| [Your name] |  | Date |
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| [Recipient name][Recipient street address][Recipient City, County/Region, Postcode] |
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| ****Contact****[Your address]•[Your phone number]•[Your email address]•[Your website] |  | Dear [Recipient name],[To get started straight away, just 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! On the Insert tab of the ribbon, just tap the option you need.][Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.]Sincerely,[Your name] |