[Date]

Dear [Recipient],

To replace tip text (such as this) with your own, just select it and start typing. Don’t include space to the left or 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, check out the Styles gallery for all styles used in this letter.

Ready to add your digits? No problem! On the insert tab, choose Header and Footer to add your contact information.

Warm regards,

[Your Name]