[Your Name]

[Street Address, City, ST ZIP Code]  |  [Telephone]  |  [Email]

[Date]

# [Recipient Name]

[Title]

[Company]

[Street Address]

[City, ST ZIP Code]

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, check out the Styles gallery for all styles used in this letter.]

Sincerely,

[Your Name]