|  |
| --- |
| [Your Name] |

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

[Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, ST ZIP Code]

Dear [Recipient]:

[If you’re ready to write, just select this 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]