[Click to select a date]

[Your Name]

* [Job Title]
* [Job Title]

[Address 1]
[Address 2]
[City, ST ZIP Code]

[Telephone]

[Email]

[Website]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST Zip Code]

Dear [Recipient]:

If you’re ready to write, just click here and go to it! Or, if you want to customize the look of your letter, you can do that in almost no time…

* On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to preview different looks from a variety of choices. Then just click to apply one you like.
* We’ve also created styles that let you match the formatting you see in this letter. Check them out in the Styles gallery on the Home tab of the ribbon.
* You’ll find these nifty little bullets in the Styles gallery, as well. This style is named List Bullet.

Ready to add your digits? No problem. Just click into the sidebar at left and go to it!

Sincerely,

[Your Name]

Enclosure