|  |  |  |
| --- | --- | --- |
| [Your Name] |  | Date  [Recipient name]  [Recipient Street Address]  [Recipient City, State, Zip Code] |
|  |  |  |
| Contact [Your Address]  •  [Your Phone]  •  [Your Email]  •  [Your Website] |  | Dear [Recipient Name],  [To get started right 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? You got it! 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] |