|  |  |  |
| --- | --- | --- |
| [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] |