| [Your Name]  [Address, City, ST ZIP Code]  [Telephone] [Email] |  |  |  |
| --- | --- | --- | --- |

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

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 a 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]