

Your Name

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address

City, ST ZIP Code

Dear Recipient Name:

To get started right away, just click 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 click the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink, insert a comment, or add automatic page numbering.

Sincerely,

Windows User