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| [Phone]  [Email]  [Address]  [Website] | Your Name Surnameassistant manager | |
|  |  |  |
| [COMPANY NAME] | Dear [Recipient Name] | |
| [Date]  [Recipient Name]  [Title]  [Street Address]  [City, ST Zip Code] | [If you’re ready to write, select a line or paragraph of tip text and start typing to replace it with your own. Don’t include space to the right of the characters in your selection.]  [It’s easy to match any of the text formatting you see here. On the Home tab of the ribbon, check out the Styles gallery for all styles used in this letter.]  Sincerely,  [Your Name] | |