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Dear Kiana Anderson,



***We love the look of this stationery just the way it is. But you can add your own personal touch in almost no time.***

***On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to preview different looks from a variety of choices. Then just click to apply the one you like.***

***We’ve also created styles that let you match the formatting you see in this letter with just a click. On the Home tab of the ribbon, check out the Styles gallery for all styles used in this letter.***

***Find even more easy-to-use tools on the Insert tab, such as adding a hyperlink or insert a comment.***

Warm regards,

Nitin Brar

Assistant Editor