

Figure 1



***4567 8th Ave, Carson City, NV 98765***

***01924694699***

***Leyakut334455@ gmail.com***

***08-12-20024***

***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***

***Leykat ali***