Contoso, Inc

January 31, 2011

Dear Tai Yee,

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document.

*Important note: Your new customer* ID: 1.

When you create pictures, charts, or diagrams, they also coordinate with your current document look.

|  |  |  |
| --- | --- | --- |
| Description | Quantity | Order Date |
| Unicycle | 3 | September 5, 2001 |
| Tricycle | 8 | September 26, 2001 |

The description for your first line item is Unicycle.

The Quantity for this line item is 3.

The Date is September 5, 2001.

The description for your first line item is Tricycle.

The Quantity for this line item is 8.

The Date is September 26, 2001.

Because you are one of our largest customers, we are inviting you to an open house next Tuesday in our main office. This can be formatted as desired. This content can include **Select**, **Table**, or other **Conditional** content controls.

*Don’t forget: Your new customer ID* is 1

We really appreciate your business.

Eric White  
Director of Customer Relations