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\documentclass[11pt, a4paper]{article}

% --- UNIVERSAL PREAMBLE BLOCK ---
\usepackage[a4paper, top=4cm, bottom=3cm, left=2.5cm,
right=2.5cm]{geometry}
\usepackage{fontspec}
\usepackage[english]{babel}

% Set default fonts (Mocking the Brand Typography)
% Ideally, you would use Montserrat/Open Sans if available on the
system.
% For standard TeX Live, we use Noto Sans as the closest clean
sans-serif.
\babelfont{rm}{Noto Sans}

% Packages for layout
\usepackage{fancyhdr}
\usepackage{graphicx}
\usepackage{xcolor}
\usepackage{parskip}
\usepackage{hyperref}

% Define Brand Colors
\definecolor{HRNavy}{HTML}{1A3C5E}
\definecolor{HRTeal}{HTML}{2E8B99}
\definecolor{HRSlate}{HTML}{4A5568}
\definecolor{HRGold}{HTML}{D69E2E}

% Page Style
\pagestyle{fancy}
\fancyhf{} % Clear all fields

% Header
\fancyhead[L] {
    {\color{HRNavy}\textbf{\LARGE HRbiz.org}} \\
    {\color{HRTeal}\footnotesize \textit{Compliance Confidence for
California}}
}
\fancyhead[R] {
    {\color{HRSlate}\footnotesize
        \textbf{Mario Espindola, MPA} \\
        Principal HR Consultant \\
        626-242-7720 \\
        info@hrbiz.org
    }
}

% Footer
\fancyfoot[C] {

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{\color{HRGold}\rule{\textwidth}{1pt}}\\ [5pt]
{\color{HRNavy}\footnotesize \textbf{HRbiz.org} $\cdot$ Workplace
Compliance $\cdot$ Investigations $\cdot$ Training}
}

\renewcommand{\headrulewidth}{0pt}
\renewcommand{\footrulewidth}{0pt}

\begin{document}

\vspace*{1cm}

{\color{HRSlate}\today}

\vspace{0.5cm}

\textbf{Recipient Name} \\
Title \\
Company Name \\
123 Business Rd. \\
City, State, Zip

\vspace{1cm}

\textbf{\large Re: Subject of the Letter Goes Here}

\vspace{0.5cm}

Dear Client,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin nibh
augue, suscipit a, scelerisque sed, lacinia in, mi. Cras vel lorem.
Etiam pellentesque aliquet tellus. Phasellus pharetra nulla ac diam.
Quisque semper justo at risus.

\textbf{Primary Heading Example}

Donec venenatis, turpis vel hendrerit interdum, dui ligula ultricies
purus, sed posuere libero dui id orci. Nam congue, pede vitae dapibus
aliquet, elit magna vulputate arcu, vel tempus metus leo non est.

\begin{itemize}
\item \textbf{Key Point 1:} Fact-finding analysis.
\item \textbf{Key Point 2:} FEHA compliance check.
\item \textbf{Key Point 3:} Employee handbook review.
\end{itemize}

Sincerely,
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\vspace{1.5cm}

\textbf{Mario Espindola, MPA} \\
\textit{Principal HR Consultant}

\end{document}
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