| Your Name  Address, City, ST ZIP Code  Telephone Email |  |  |  |
| --- | --- | --- | --- |

Date

Recipient Name

Recipient Company Name

Recipient Address

Dear Recipient Name,

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

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

Sincerely,

Your Name