[First Name]
[Surname]

Date

[Recipient Name]
[Title]   [Recipient Street Address]
[Company]   [Recipient City, ST Zip]

Dear [Recipient Name]

[Want to put your own image in the circle? It is easy! Select the image and do a right mouse click. Select "Fill" from the shortcut menu. Choose Picture… from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.]

[Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below "Crop" and select "Fill" from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.]

[If you're ready to write, select a line or paragraph of tip text and start typing to replace it with your own. Don't include space to the right of the characters in your selection.]

[It's easy to match any of the text formatting you see here. On the Home tab of the ribbon, check out the Styles gallery for all styles used in this letter.]

Sincerely,
[Your Name]

[Your Address]
[City, ST ZIP Code]

[Your Phone]

[Your Email]

[Your Website]