



Date

Street Address, City, ST ZIP Code

Dear ,

Write the body of your letter here. To update any of the information in this letter, simply click and start typing!

Want to customize your color palette? Just go to the Design ribbon and select Colors from the list. If you choose a color palette that you like, the colors of the header images will update. Make the document yours!

Want to change the fonts that are used? That is just as easy to update. Just go to the Design ribbon and choose Fonts from the menu options. You can use a built-in font combination or choose one of your own.

Double click in the header to change out the logo placeholder. Double click in the footer to update the contact information.

Warm regards,

**Name Here**

Your Title

