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| Company Name Street Address  City, ST ZIP Code | Phone: 555 555 0125 E-mail: E-mail address |

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| Name of the RecipientTitle Here | Company Name Street Address  City, ST ZIP Code |
| <<Greetings Line>>1 December 2018 You can either type in your text here or adapt the appearance of the letter in no time at all.  To do this, select the Draft tab in the menu ribbon and play around with the many different designs, colors, and fonts. Then simply click on the desired format to accept the change.  Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip.  Euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation  [Enter closing form here.] [Your Name and Singature] | |

 