

[First Name] [Surname]

Date

[Recipient Name]
[Title]
[Company]

[Recipient Street Address] [Recipient City, ST Zip]

Dear [Recipient Name]

[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.]

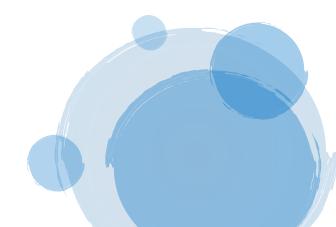
Sincerely, [Your Name]













[First Name] [Surname]

Date

[Recipient Name]
[Title]
[Company]

[Recipient Street Address] [Recipient City, ST Zip]

Dear [Recipient Name]

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Sincerely, [Your Name]









