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[Company Name]  
[Street Address, City, ST ZIP Code]  
[Phone]  
[Email]  
[Website]

**[Recipient Name]**  
[Street Address, City, ST ZIP Code]

Dear Recipient,

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, as will the text colors. 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 Fronts from the menu options. You can use a built-in font combination or choose one of your own.

Warm regards,

**Name Here**  
**Your Title**