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| --- | --- | --- |
| [First Name] [Surname] | | Photo. Headshot. |
|  |  |
| 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] |  |  |
| Contact |
| [Your Address]  [City, ST ZIP Code] |
| [Your Phone] |
| [Your Email] |
| Your Website |
|  |