|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | [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] | |
|  | |
|  | [Your Address]  [City, ST ZIP Code] |
|  | |
|  | [Your Phone] |
|  | |
|  | [Your Email] |
|  | |
|  | [Your Website] |
|  | |  |