${date}

${salutation} ${firstName} ${lastName}

${title}

${accountName}

${address}

${city}, ${state} ${postalCode}

Dear ${salutation} ${lastName}:

Here is a list of the opportunities we are working to close by the end of the quarter.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Account Name | Sales Stage | Amount |
| ${opty\_name} | ${opty\_account\_name} | ${opty\_stage} | ${opty\_amount} |

Sincerely,

${userFirstName} ${userLastName}