



[First Name]  
[Surname]

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Date

[Recipient Name]  
[Title]  
[Company]

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

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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]

