|  |
| --- |
| [Company Name] |
|  |

[Date]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient]:

[To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.]

[Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.]

[Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink, insert a comment, or add automatic page numbering.]

Sincerely,

[Your Name]