

[select date]

Company Name

Your Company Address

[Name of recipient]
[Title]
[Company]
[Address]
[Zip code town/city]

«GreetingLine»

You can either type in your text here or adapt the appearance of the letter in no time at all.

To do this, select the Draft tab in the menu ribbon and play around with the many different designs, colors, and fonts. Then simply click on the desired format to accept the change.



[Enter closing form]

Mike Li

[Enter company name of the sender]