

SENDER COMPANY NAME

Sender company address

Date

Recipient company name
Recipient title
Recipient company address

Dear Recipient Name:

To get started right away, just select 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 select the option you need.

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

Think a letter that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.

Sincerely,

Your Name