|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | [First Name] [Surname] | |  |
| woman's headshot |  |  |
|  | Date  [Recipient Name]  [Title]  [Company] | [Recipient Street Address]  [Recipient City, ST Zip] |  |
|  | 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] | |  |