

[Your Address] [City, ST ZIP Code]

[Your Phone]

[Your Email]

**Smith** 

## Date

[Recipient Name] [Title] [Company]

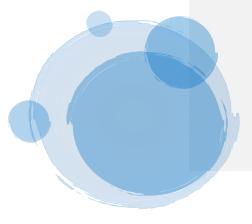
[Recipient Street Address] [Recipient City, ST Zip]

## 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] Deleted: [First Name] Deleted: [Surname]





C

⊕ [Your Website]