



Alice
Smith

Deleted: **[First Name]**

Deleted: **[Surname]**

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]

