**[Your Name]**

[Street Address, City, ST ZIP Code]  |  [Telephone]  |  [Email Address]

[Date]

[Recipient Name]**[Title]   
[Company]   
[Street Address]   
[City, ST ZIP Code]**

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]**