|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  | [First name] [Surname] | |
| Date  [Recipient Name]  [Title]  [Company] | [Recipient Street Address]  [Recipient City, County/Region, Postcode] |
| 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, take a look at the Styles gallery for all styles used in this letter.]  Yours sincerely,  [Your name] | |
|  |  | |
|  |  | [Your address]  [City, County/Region, Postcode] |
|  |  | |
|  |  | [Your phone number] |
|  |  | |
|  |  | [Your email address] |
|  |  | |
|  |  | [Your website] |
|  |  | |  |