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| --- | --- | --- |
|  | [First name][Surname] |  |
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| Flower image. Side Image. |  | 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.][Double-click in the header to swap the flower image or design at the top of the page. The flower design in at the bottom of the page is not in the footer. Just click to select it.]Yours sincerely,[Your name] |
|  | [Your address][City, County/Region, Postcode] |
|  | [Your phone number] |
|  | [Your email address] |
|  | [Your website] |
|  |

