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|  YOUR PHONE NUMBER HERE  |
| Smartphone |
|  YOUR EMAIL ADDRESS HERE  |
| Envelope |
|  YOUR NAME HERE  |
| User |

Website address

Recipient name

Street address, City, County/Region, Postcode

Dear **Recipient name**,

This is where you would type the words that you wish to say to your recipient. Let them know the reason for your letter.

Want to update the colours of the document? Just go to the Design tab and choose colours. It will update the background images’ colours so that you can make this document yours. Don’t like the fonts, either? You can go to the Design tab and change the fonts all at once.

Say as much or little as you want to say.

Double-click in the header to update the phone number, email address or name along the left-hand side of the document.

Kind regards,

YOUR NAME HERE

Your title