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| YOUR PHONE HERE |
| Smart Phone |
| YOUR EMAIL HERE |
| Envelope |
| YOUR NAME HERE |
| User |

Website address

Recipient Name

Street Address, City, ST ZIP Code

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 colors of the document? Just go to the Design tab and choose colors. It will update the background images’ colors 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 that 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.

Warm regards,

YOUR NAME HERE

Your Title