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| --- | --- | --- |
| [Your name] |  | Date |
|  |
| [Recipient name]  [Recipient street address]  [Recipient City, County/Region, Postcode] |
|  |  |  |
| ****Contact**** [Your address]  •  [Your phone number]  •  [Your email address]  •  [Your website] |  | Dear [Recipient name],  [To get started straight away, just tap any placeholder text (such as this) and start typing to replace it with your own.]  [Want to insert a picture from your files or add a shape, text box or table? No problem! On the Insert tab of the ribbon, just tap the option you need.]  [Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.]  Sincerely,  [Your name] |