Company name

Recipient name

Street address

City, county, postcode

Date

Dear Recipient name,

To get started straight away, simply select any placeholder text (such as this) and start typing to replace it with your own. Select the contact information in the footer to add your contact information.

Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document, on the Home tab of the ribbon, take a look at Styles.

Yours sincerely,

Your name