

[Company]
[Street Address, City, ST ZIP Code]
Tel [Telephone] Fax [Fax]
[Email]
[Website]

replace with
LOGO

[CLICK HERE TO SELECT A DATE](#)

[Recipient Name]

[Recipient Street Address, City, ST ZIP Code]

Dear [Recipient],

If you're ready to write, just click here and go to it!

Or, if you want to customize the look of your letter, you can do that in almost no time...

On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to preview different looks from a variety of choices. Then just click to apply one you like.

Have company-branded colors and fonts? No problem. You can add your own combination. To add your own logo just right-click the placeholder logo, and then click Change Picture.

If you love the look (and who wouldn't?), see other templates under File, New that coordinate with this letter, including a résumé and a report. So, you can quickly create a professional, branded look for your documents.

Warm regards,

YOUR NAME

[YOUR TITLE]