Instructions:

1. Use the arrow keys or the mouse cursor to move through the document.
2. Replace all text surrounded by { curly brackets } with your own personal information by deleting the existing text and typing your own text.
3. Don’t forget to delete all instructions before sending your letter. And delete this box!

# {Your name}

{Street address, postal code, city}

{Phone}

{Email }

{Place and date}

{Recipient name}

{Title}

{Company}

{Address}

{Postal code and city}

Dear {Recipient Name}

{Get started right away: Click any placeholder text (such as this one) and start typing to replace the text with your own.

Do you want to insert a picture form your files or add a shape, text box or table? It’s easy! Select the insert tab and choose the option that you want by clicking on it.

Find more easy-to-use tools on the insert tab, like adding hyperlinks or adding automatic page numbering.}

Sincerely,

{Your name}