


January 3, 2023

[Click here and type recipient's address]

[C L I C K H E R E A N D T Y P E C O M P A N Y N A M E]

Dear Sir or Madam:

Type your letter here. For more details on modifying this letter template, double-click on this icon: . To return to this letter, use the Window menu.

Sincerely,

[Click here and type your name]

[Click here and type job title]

[STREET ADDRESS] • [CITY/STATE] • [ZIP/POSTAL CODE]

PHONE: [PHONE NUMBER] • FAX: [FAX NUMBER]