%TAG_SENDER_NAME%

%TAG_SENDER_ADDRESS%

April 18, 2021

%TAG_RECIPIENT_NAME%
%TAG_RECIPIENT_ADDRESS%
Dear %TAG_RECIPIENT_NAME%:
Type your letter here. For more details on customizing this letter template, double-click ☒. To return to this letter, use the Window menu.
Sincerely,
%TAG_SENDER_NAME%
[Click here and type job title]