

%TAG_SENDER_ADDRESS%

.....

[Type Company Name]

%TAG_SENDER_ADDRESS%

%TAG_DATE_LONG%

%TAG_RECIPIENT_NAME%

%TAG_RECIPIENT_ADDRESS%

Dear %TAG_RECIPIENT_NAME%:

Here and type the body of your letter]

%TAG_SENDER_NAME%

%TAG_RECIPIENT_NAME%

%TAG_RECIPIENT_ADDRESS%