



Dear Recipient:

To get started right away, just select the placeholder text and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink, or insert a comment.

Sincerely,

Your Name