DEPARTMENT NAME HERE

Date

Recipient Name

Company Name

Street Address

City, State, ZIP

Dear Name Here,

Typeset this letter in Garamond Regular 12 pt. Be sure to edit all of the placeholders in this sample. Exclude the Department Name if necessary. Typeset this letter in Garamond Regular 12 pt. Be sure to edit all of the placeholders in this sample. Exclude the Department Name if necessary.

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Sincerely,

Name will go here Title