Instructions:

1. Use the arrow keys or the mouse cursor to move through the dokument.
2. Replace all text sourrounded by { curly brackets } with your own personal information by deleting the existing text and typing your own text.
3. Don’t forget to delete all instructions before sending your letter. And delete this box!

# {First Name Last Name}

 {Address}

 {Phone}

 {Email}

 {LinkedIn-profile}

{Date}

{Recipient name}

{Title}

{Company}

{Recipient’s street address}

{ Recipient’s postal code and city}

Dear {Recipient Name}

{Get started right away: Click any placeholder text (such as this one) and start typing to replace the text with your own.

Do you want to insert picture from your files or add a shape, text box, or table? It’s easy! Select the insert tab and choose the option that your want by clicking on it.

Find more easy-to-use tools on the insert tab, like adding hyperlinks or adding automatic page numbering.}

Sincerely,

{Your name}