Casey Jensen

CEO

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4567 Main St.
Buffalo, NY 98052
212-555-0199
www.contoso.com
casey@contoso.com

Taylor Phillips
5678 Main St
New York, NY 90210

September 16, 20XX

Dear Taylor Phillips,

Write the body of your letter here. To update any of the letter's information, select the text, and start typing.

Want to change fonts? Go to the Home tab and choose Fonts. You can use a built-in font combination or select one of your own.
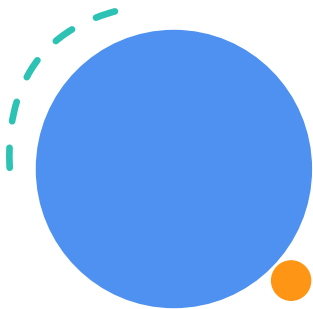
You can also change the colors of the template to match your personal taste. Go to the Design tab and choose a color palette from the Colors menu. Hovering over the different palettes will show you what your document would look like with the new palette.

To change the color or font formatting back to the original settings, go to the Design tab, and select the Theme menu. From there, choose the option to reset the original template theme.

Warm Regards,

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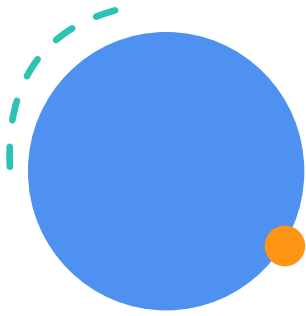
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