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| 12 Beacon Street | Boston, MA 98765417.555.0124 | rama@contoso.com |

24 April 20XX

Dear Adrian King,

We love the look of this stationery just the way it is. But you can add your own personal touch in almost no time.

We’ve created styles that let you match the formatting you see in this letter with just a click. On the Home tab of the ribbon, check out the Styles gallery for all styles used in this letter.

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

Warm regards,

RAMA GOKHALE

VP SALES

RAMA@CONTOSO.COM