Name of Recipient F11 to next

Recipient's job title

Name of recipient's company/organisation

Address Line 01

Address Line 02

Address Line 03

Address Line 04

DD Month YYYY

Dear Name Surname

**Re: Subject here (use bold formatting and avoid underlining)**

To quickly set up a letter, go to the top of this page and place your cursor on the “Name of Recipient F11 to next” field and then type the required name which will replace the sample text. Press F11 to jump to the next grey field and enter your text and repeat.

Press the F11 key after each field because this is the easiest and quickest way to fill in the top of the letter.

Use the “Body text” style (Verdana 10pt) to type the letter details and avoid using any other font style or size.

At the bottom of the letter, a continuation page will automatically appear if required.

Delete any remaining user instructions once they have been read. Please leave two lines between the main part of the letter and the “Yours sincerely” field below.

Yours sincerely

Signatory's name surname

Signatory's position

Signatory's direct telephone number

Signatory's email address@mssociety.org.uk

Include details of enclosures here – or delete this line

The last line of the first page will fit here. This is the distance from the footer area.