Name of recipient F11 to next

Recipient's job title

Name of recipient's company/organisation

Address line 1

Address line 2

Address line 3

Address line 4

DD Month YYYY

Dear Name Surname

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

The easiest way to fill in the letter is to use text input fields. Put your cursor on the “Name of Recipient F11 to next” grey field and then type the required name, which will replace the sample text.

PC users: press F11 to jump to the following grey field, enter your text, and repeat.

Mac users: press the Function and F11 keys to jump to the next field.

Use the “Body text” style (Verdana 12pt) to type the letter details and avoid using other font styles or sizes. A continuation page will automatically appear at the bottom of the letter if needed.

Delete the instructions once you’ve read them. Please leave two lines between the content 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

An automatic continuation page will appear if needed.

If your letter fits on one page only, the continuation page won’t appear, and “page 1 of 1” will be displayed in the footer.