

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
[Body of the letter, starting here. This is where you write the main  
message of your letter.]  
Sincerely,  
[Your Name]

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**\*\*Envelope Dimensions for Window Envelope\*\***

- Window Size: [Specify dimensions, e.g., 1" x 4.5"]
- Window Position: [Specify position, e.g., 0.5" from the left, 1" from the top]
- Envelope Size: [Specify envelope size, e.g., 4.5" x 9.5"]