

****HP Printer Compatible Letter Styles Template****

****[Your Name]****

****[Your Address]****

****[City, State, ZIP Code]****

****[Email Address]****

****[Phone Number]****

****[Date]****

****[Recipient's Name]****

****[Recipient's Title]****

****[Company/Organization Name]****

****[Company Address]****

****[City, State, ZIP Code]****

Dear [Recipient's Name],

[Introductory paragraph here.]

[Body of the letter here. Include details, explanations, and any pertinent information.]

[Closing paragraph with a call to action or summary thoughts.]

Sincerely,

[Your Name]

****Letter Styles Options:****

1. ****Font Style:**** Times New Roman

2. ****Font Size:**** 12

3. ****Alignment:**** Left-aligned

4. ****Line Spacing:**** 1.5

5. ****Margins:**** 1 inch on all sides

****End of Template****