From:

${full\_name}

${street\_address}

${city}, ${post\_code}

${state}

${country}

To:

${to\_full\_name}

${to\_street\_address}

${to\_city}, ${to\_post\_code}

${to\_state}

${to\_country}

Dear Recipient Name:

This is as sample template; it only has one purpose and that is to show how to add placeholders in a word document.

Sincerely,  
${full\_name}

NOTE: This is a sample template – not for real use!

${SENDER\_SIGNATURE} ${RECEIVER\_SIGNATURE}