Recipient’s Name

Recipient’s Address 1

Recipient’s Address 2

Remove if not applicable

Month DD, YYYY

Dear [Last Name], Suffix:

Here begins the body of the letter. All the information you wish to convey is to be contained within this portion of the letter. Embedded hyperlinks may be used to link to the [Reach](reachtl.org) website [http://www.reachtl.org] and other locations. **Bold** font may be used where necessary for emphasis. The official font type is Calibri and the official font size is 11.

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Every letter ends with a closing salutation. Most commonly it is a “thank you”.

Thank you,

Fran A.

**Fran Ayalasomayajula, MPH, MSMIS, PMP**

President, Reach - Thought Leadership

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