|  |
| --- |
| Name  Address 1  Address 2  Address 3  Address 4  Address 5 |

Dear Name

This is normal text. Normal is selected from the styles palette. Use normal when you want to type the body of the text

# Heading 1

The above heading is and bold and is attached to a style called Heading 1. Use this style from the style palette when you want to add a heading in your letter

* Bullet level 1 – select bullet level 1 style for bullets
  + Bullet level 2 – select bullet level 2 style for a subordinate bullet