Enter the date

ASUS

Company Name

Company Address

Telephone

Fax

Email

Recipient Name

Company Name

Company Address

CC/BCC Block:

Enclosure:

Salutation

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink, insert a comment, or add automatic page numbering.

Styles in this document have been customized to match the text formatting you see on this page. On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a tap.

Sincerely,

ASUS

Position

Company Name