address

greeting

This is a template letter that will be used for a demonstration video that will show people how to do a mail merge using Word 2013.

FirstName, as you live in City we are able to offer you a great deal on your next service. We are currently offering 20% off for people that live in City.

So FirstName, is this something you would like to take advantage of?

FirstName all you have to do is give us a call on 02 4500 1122 and we can organise the special pack for you.

In the next line we will insert the company name as variable data. This is where the Company will show up as variable data.

This is where the person’s City will show up as variable data.

This is some filler text that is used on the sample letter. This is some filler text that is used on the sample letter. This is some filler text that is used on the sample letter. This is some filler text that is used on the sample letter. This is some filler text that is used on the sample letter. This is some filler text that is used on the sample letter.

Kind regards,

Representive

THIS IS JUST AN EXAMPLE DOCUMENT THAT WE HAVE PROVIDED AS A TEMPLATE.

Good luck with your mail merge.