**Instructions for Use - Delete before Printing**

Be sure to:

* Add required information where indicated in red.
* Add your logo and that of any co-sponsors in place of the “Insert Partner Logo” circles. Right-click on one of the circles and select “Change Picture.” Then browse to the folder where you have your logo saved on your computer, select your logo, and click “Insert.” Repeat for any additional logos.  Delete any extra circles.

You may also want to:

* Insert your own text and website URL.
* Add an offer from the Microsoft Offer Sheet or one of your own offers.
* Customize the font colors.

The best mistakes are the ones
you don’t have to make.

Dear **[Insert Small Business Owner’s Name]**,

Managing a small business is very demanding. That’s why it makes sense to get help from specialists in small business. We offer a combination of solutions and know-how that will enable you to:

* + - * Nurture your customer base, generate more referrals, and find new customers cost-effectively
			* Keep everyone in your company connected, so your team can stay on top of new business developments
			* Operate efficiently by keeping tabs on every aspect of your business

**Would you like to learn more? Visit** [**www.mslocalbiz.com**](http://www.mslocalbiz.com) **to view valuable offers, access small business resources, and learn about events in your local area. [or insert Partner text, website URL, or offer]**

Regards,

**[Insert Signature]**

 **[Insert Your Name]**

**[Insert Your Title]**

**[Insert Your Partner Name]**

**P.S. Remember, you can find valuable offers, resources for small business, and information about events in your area at** [**www.mslocalbiz.com**](http://www.mslocalbiz.com)**.**



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