

{ASK}{Third Address line}{YES}
{NO}{ENDASK}

{Return Address line 1}
{Return Address line 2}
{TAB}{TAB}{Return Address line 3}

{DATE}

{Person/company To}
{Address line 1}
{Address line 2}
{ASK}{Is there A third Address line}{YES}{Address line 3}
{NO}{ENDASK}
{Salutation}
{MACRO}{-margin}
{PAUSE}{the text of the letter}
{MACRO}{-margout}

Sincerely yours,

{Senders name}
{Senders title}

{Secretaries initials}