

{DATE}

{Person 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}