

Street Address,
Address,
Town/City,
Postcode
Phone Number

Date

Street Address,
Address,
Town/City,
Postcode

If you know the name then finish with Yours sincerely otherwise use
Dear (Sirs or their name) Yours faithfully.

re: (subject)

message here.

Yours (faithfully or sincerely).

Name.

Company.

Enc.