

{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}