



Title Name
Company
Address 1
Address 2

Dear Sir/Madam

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**1 Front Street
Anytown AB1 2CD
Tel 01234 567890
Fax 01234 567891
www.frontstreet.co.
uk
XX Month 19XX**

**Our ref XXXXXX
Your ref XXXXXX**

text.

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Yours sincerely

John Q Smith
Managing Director

Acme Co Ltd t/a Front Street. Registered address as above. Registered number 7654321. Vat no 987654321.

