Your Logo Here

EXAMPLE LETTER. DELETE OR CHANGE ANY ELEMENTS THAT DON’T APPLY.

Ref: (enter your reference here)

1 May 2014

**Client Company or Name**

Address

Address

City, Post Code

Attention: Bob Base

Dear Sir,

**Name you’re your project here**

**RE: (enter the matter it is regarding)**

Para 1

Para 2…

Yours faithfully,

**Bob Base**

**Builders Base Ltd**

Cc: Brian Base

Barry Base

**Your Company Name**

Address

Address

City, Postcode

Ph:

Email:

Web: