[Your Address 1]

[Your Address 2]

[Your Address 3]

[Your Postcode]

30. Jul. 2019

[Addressee Name]

[Addressee Company]

[Addressee Address 1]

[Addressee Address 2]

[Addressee Address 3]

[Addressee Postcode]

Dear [addressee name]

Re: [enter the subject here]

[enter the text of the letter here]

Yours Sincerely

[enter your name here]

encl.

[enter a list of enclosures here if necessary]