

COMPANY LETTERHEAD NOT AVAILABLE

Tony Wilson [Sender's Name]

984-656 Liberty Rd.

Texas, USA [Sender's Organization name and address]

(989) 324-6546 (Contact Information)

Date: Month DD, Year

To,

Rony Freza (Receiver's Name)

Ap-989 St. Terresa Rd. Texas, USA

Subject: A one-line subject indicating the purpose of the letter

[Recipient's Organization name and address]

Dear Mr. Rony Freza [Recipient's Name],

[Content paragraph 1]: This opening paragraph must be utilized to introduce the sender as well as set the context for why this letter is being written.

[Content paragraph 2]: The actual content of the letter should ideally go here with information about the points being discussed, observations and the reasons for each observation. If required, expected action points for each of the observations can be mentioned here.

[Content paragraph 3]: This should ideally be the closing paragraph, summarising the letter, outlining what is the expected action, how can the recipient help and whether or not any follow-ups would be required for the action points.

Warm Regards,

Tony Wilson [Signature of the Sender],

[Designation of the Sender]

