

FORM LETTER

_____ [Your Company Name]

_____ [Your Address]

_____ [Date]

_____ [Recipient Name]

_____ [Recipient Address]

Dear _____ [Recipient Name],

This letter is to inform you about _____

_____ [purpose].

Please don't hesitate to contact us at _____ [phone number] or
_____ [email address] if you have any questions.

Thank you for your attention to this matter.

Sincerely,

_____ [Your Company Name]