

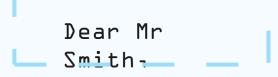
## Layout A Company Your 123 Business Street London address W1 2AB Phone: 020 123 4567 Date 7th January 2016 **Polly Person** 5 Hilly Street Recipient's Sheffield **S1 3YZV** address Greeting Dear Ms Person Main body XXXX X XXXXX X XXXXXX. Xxxx xxxx x xx xx xx xx xxx xxx x xxx xxx. Yours sincerely Closing John Smith Manager farewell

## Beginning Your Letter

If you don't know who to address your letter to, then you must begin the letter with:

Dear Sir or Madamı

If you know the name of the person you are writing to then you must begin the letter with Mr, Mrs or Ms along with their surname:



## Ending Your Letter

If you don't know who to address your letter to, then you must end the letter with:

If you know the name of the person you are writing to then you must begin the letter with Mr, Mrs or Ms along with their surname:

