[YOUR LOGO]

[COMPANY NAME]

[Tagline or what you do, e.g. Accounting & Tax Consultants]
[Street address, City, Country]
[Phone] • [email@company.com] • [www.company.com]

Ref: [REF/2026/001]
Date: [DD Month YYYY]

[Recipient Name]
[Designation]
[Company Name]
[Address, City]

Subject: [Subject of the letter]

Dear [Name],

[Start typing your letter here. Delete this text and the sample lines above, and keep the header and footer: they repeat on every page you print.]

Yours sincerely,

_____

[Name]
[Designation]