Full Name & Title

Job Title

Full Address

Post/Zip Code

15 February 2019

[email@email.co.uk](mailto:email@email.co.uk)

Telephone Number

Recipients Full Name & Title

Recipients Company

Recipients Full Address

**Introductory line:**

Dear [insert name or Sir/Madam]

Opening paragraph. Use your opening paragraph to introduce yourself and your reason for writing the letter. It’s crucial that your message is direct and underlines why you’re contacting the recipient. Consider this paragraph as a direct way to capture their attention.

Main body. Use this space to delve into the issues raised in the opening paragraph. Give more detail of what you’re offering or asking of the recipient, backed up by relevant information. Consider this paragraph as an exploration of the points raised in the opening paragraph.

Closing statement. Ensure that you include a closing statement that thanks the recipient for their time, knowledge or help with the discussed points. It’s good practice to include a line such as ‘please contact me at your earliest convenience’ to show your interest in communication and readiness to act.



Your sincerely,

[Your Name]