

[Insert company or personal letterhead, or type your name and address]

March 12, 1997

[Mr/Ms] [FirstName] X. [LastName]
[Position]
[Company]
[Department]
[Division]
[Address 1]
[Address 2]
[City], [St/Prov], [Country] ZIP/POSTAL

[Salutation]

[Body of Letter]

Sincerely,

[Your Name]
[Your Position]

[Notations for Enclosures, cc:, etc.]