

<Display Name>

<Job Title>
<Organization>
<Street>
<City>, <State/Province>
<ZIP/Postal Code>
<Business Phone>
Fax: <Business Fax>

February 22, 2003

<Display Name>
<Street>
<City>, <State/Province>
<ZIP/Postal Code>

<Greeting>

The body of the letter goes here.

Sincerely,

<Organization>

<Display Name>
<Job Title>