Your street name
Your town
Your city
Your country
Your postcode

Today's date

Dear Sir / Madam (if unknown),

<u>Introduction</u> ✓ First person

✓ Purpose of the letter

Message ✓ Polite

<u>Message</u>

Personal comments

✓ Ask for a reply

Yours sincerely, (recipient known)
Yours faithfully, (unknown recipient)