

FORMAL LETTER



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26 Sandy Way
PE2 WR5
Canterbury

HEADING
sender's address

58 Green Road
LO3 MH9
Kenilworth

ADDRESSEE's
address

April 15, 2006

DATE

Dear Sir,

SALUTATION

I am writing about

Thank you for considering my request.
I am looking forward to hearing from you.

BODY

Yours truly,

CLOSING

Mike Johnsons

SIGNATURE