



sig.name
head.dept
head.address
head.city, head.state head.zip
Phone: *head.phone*
Fax: *head.fax*
Email: *head.email*

body
if(sig.include) Sincerely,

endif
if(sig.sign)
sig.name
sig.post if(sig.secondpost)
sig.secondpost endif
endif
if(ps) *ps* *endif*

Geoffrey Hannigan

else

DRAFT