

FirstNameTO LastNameTO  
Address. XX  
00100 Siena, Italy

—  
Your ref.  
Microspino  
Address XX  
Customer no.  
Client Name  
Comapny name

Your letter of  
mail@microspino.com  
  
Invoice no.  
VAT NUMBER  
IBAN

Our ref.  
Your Refn. XXX  
  
Date  
September 12, 2020

**The very true reason I'm writing this thing**

—  
Your majesty,  
  
Bla bla bla ....  
  
All the best,