| Sender address HERE |  |
|---------------------|--|
|---------------------|--|

| November 13, 2019      |                |
|------------------------|----------------|
|                        |                |
| Recipient address HERE |                |
|                        |                |
|                        |                |
| Dear Madam, Dear Sir,  |                |
|                        |                |
|                        |                |
|                        | Sincerely,     |
|                        |                |
|                        |                |
|                        |                |
|                        | Your name HERE |
|                        |                |