Jane Smith  
  
Marks and Spencer  
173 Oxford Street  
London, W1D 2JR  
United Kingdom  
  
Dear Ms. Smith,  
  
This is where you will introduce yourself and explain why you are writing.  
  
Include examples or specifics to explain your point here.  
  
Chris McCarthy  
32 Main Street  
St. Julian’s, Malta  
STJ 3153  
  
August 16, 2016  
  
If you need a third paragraph to suggest how your goal should be accomplished or what the  
  
recipient needs to do to help you solve your issue, write it here.  
  
Sincerely,  
  
Cowen  
  
Chris McCarthy