**A picture containing diagram

Description automatically generated**

NATR Software Solutions

**Department of Software Development**

Western Oregon University

345 Monmouth Ave N

Monmouth, OR 97361

(555) 555-5555

Date

Subject

message contents

Sincerely,

[Pic of signature]

FirstName LastName

Job Title

Email Signature

Thank you,

FirstName LastName

Job Title

Western Oregon University

345 Monmouth Ave N

Monmouth, OR 97361

[www.wou.edu](http://www.wou.edu)

T: (555) 555-5555

**A picture containing diagram

Description automatically generated**