

The Author's firstname and lastname
The Author's address
PO BOX Town
The author's email address

Institut
Service
street
PO BOX Town CEDEX xx

Object : the subject of the letter.
Reference : any reference to recall

Town, le 8 avril 2020

Dear Ms./Mr.,

The body of the letter.

Best regards or any other things nice to say.

my scanned signature

The Author's firstname and lastname