 <FromAddressLine1>

<FromAddressLine2>

<FromAddressLine3>

<FromAddressLine4>

<FromPostCode>

<DateSent>

<Title> <FirstName> <LastName>

<AddressLine1>

<AddressLine2>

<AddressLine3>

<AddressLine4>

<PostCode>

Dear <FirstName> <LastName>,

<Some text>

Yours sincerely,

<AuthorName>