


# Replace with First name(s) Surname(s)

-  Replace with house number, street name, city, postcode, country
  -  Replace with mobile number     State e-mail address     LinkedIn public profile URL without "http://"
- 

Contact person  
Name of organization  
Address of organization  
City

City, April 29, 2016  
Subject

Dear Sir,

Opening salutation.

Main content.

Closing salutation.

Yours sincerely,