

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, February 20, 2015

Subject

Dear Sir,

Opening salutation.

Main content.

Closing salutation.

Yours sincerely,