Monday, 18 July 2016

[Client Name]

[Company]

[Address 1]

[Address 2]

**[Title Here]**

[Sub Title]

Dear [Client Name]

[Text]

Regards,

[Employee Name]

[Employee Name] [@techconstruction.com.au](mailto:name@techconstruction.com.au)

[Contact Number]

[Signature]