

\_\_\_\_ Name  
\_\_\_\_ Position/Title  
\_\_\_\_ Department  
\_\_\_\_ Company Name  
\_\_\_\_ Street Address  
\_\_\_\_ City, State, Postal Code

\_\_\_\_ Date  
\_\_\_\_ Name of Recipient  
\_\_\_\_ Position/Title  
\_\_\_\_ Company Name  
\_\_\_\_ Street Address  
\_\_\_\_ City, State, Postal Code

Dear \_\_\_\_\_,

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Best Regards,

\_\_\_\_ *Signature*  
\_\_\_\_ *Full Name*  
\_\_\_\_ *Title, Department*  
\_\_\_\_ *Company*