

<mindshare:content>Sender Firstname</mindshare:content><mindshare:content>Sender Surname</mindshare:content>  
<mindshare:content>Sender Street Number</mindshare:content>  
<mindshare:content>Sender Postalcode City</mindshare:content>  
Telefon: <mindshare:content>Sender Phone</mindshare:content>  
Fax: <mindshare:content>Sender Fax</mindshare:content>  
E-Mail: <mindshare:content>Sender eMail</mindshare:content>

```
<mindshare:content>Receiver Firstna-  
me</mindshare:content><mindshare:content>Receiver  
Surname</mindshare:content>  
<mindshare:content>Receiver Street  
Number</mindshare:content>  
<mindshare:content>Receiver Postalcode  
City</mindshare:content>
```

<mindshare:content>Sender Place</mindshare:content>  
, <mindshare:content>Date</mindshare:content>

<mindshare:content>Subject</mindshare:content>

Dear ladies and gentlemen,

<mindshare:content>Letter Text</mindshare:content>

Best regards,

<mindshare:content>Sender  
Firstname</mindshare:content><mindshare:content>Sender  
Surname</mindshare:content>