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

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

<mindshare:content>Sender Address</mindshare:content>

<mindshare:content>Sender City-Postal-Code</mindshare:content> - <mindshare:content>Sender City</mindshare:content>

Telefon: <mindshare:content>Sender Phone</mindshare:content>

E-Mail: <mindshare:content>Sender e-Mail</mindshare:content>

To:

<mindshare:content>Receiver Firstname</mindshare:content>

<mindshare:content>Receiver Surname</mindshare:content>

<mindshare:content>Receiver Address</mindshare:content>

<mindshare:content>Receiver City-Postal-Code</mindshare:content>

<mindshare:content>Sender City</mindshare:content>, on the , <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>