(you don’t need to include your own name here)

Runstraat 10

5622 AZ Eindhoven

The Netherlands

11 November 2020 (write the month in full)

Mrs Smith

10 Downing street

London SW1A 2AA

United Kingdom

Dear Mrs Smith,

Introduction: here you will write what your letter is about.

Body: here you will write your main content. You can use multiple paragraphs.

Conclusion: here you will conclude your letter. You can let them know what you expect from them, write a short summary or pose a question.

Yours sincerely, (use yours faithfully if you don’t know the name of the person)

Name

Autograph