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| 1. Name of the person or organization | |
| 2. Address of the person or organization | |
| 3. City, State, and Zip | |
| 4. Date of the letter | |
| 5. Subject of the letter | |
| 6. Salutation | |
| 7. Body of the letter | |
| 8. Closing | |
| 9. Signature | |
| 10. Enclosure | |
| 11. Postmark | |
| 12. Return address | |

