<Address\_1>

<Address\_2>

<Address\_3>

<Address\_4>

Today’s date

Dear <Title> <Regional\_Manager>

Please select staff from your office who may be interested in joining the staff in the new office we plan to open in Kerala. This will be of particular interest to architects, design engineers and potential office managers.

Yours sincerely

(Director)

Reference: (XX999 0099)