{{sender\_name}}

{{sender\_address}}

{{sender\_city}}, {{sender\_state}} {{sender\_zip}}

{{sender\_email}}

{{sender\_phone}}

{{letter\_date|date}}

{{recipient\_name}}

{{recipient\_title}}

{{recipient\_company}}

{{recipient\_address}}

{{recipient\_city}}, {{recipient\_state}} {{recipient\_zip}}

Dear {{salutation}}:

{% if subject %}

**RE: {{subject}}**

{% endif %}

{% for paragraph in body\_paragraphs %}

{{paragraph}}

{% endfor %}

{{closing}},

{{sender\_name}}

{{sender\_title}}

{% if enclosures %}

Enclosures:

{% for enclosure in enclosures %}

- {{enclosure}}

{% endfor %}

{% endif %}

{% if cc\_list %}

cc: {% for cc in cc\_list %}{{cc}}{% if not loop.last %}, {% endif %}{% endfor %}

{% endif %}