

SAMPLE

[Date]

[Recipient name]

[Organisation]

[Address]

Sample correspondence

Dear [Recipient name],

This sample demonstrates the Ducat Hall letterhead and paragraph styles. Replace this text with the purpose of your letter and the action you want the reader to take.

Use the next paragraph for the information the reader needs to assess your request. Keep dates, figures and commitments specific to the correspondence you are preparing.

Close with the agreed next step and a suitable contact method.

Kind regards,

[Sender name]

[Role]