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| --- | --- |
| **Sender’s Name**  Title/Position  1481A Wordsworth St.  Ferndale, MI 48220  [Sender’s Phone]  [Sender’s email] |  |

[Date(Month Day Year)]

**[Addressee Name, Title]**

[Addressee Organization]

[Addressee Address (Street Number, Street, Suite/Apt #]

[Addressee City, State, ZIP]

**Re: [Subject]**

Dear [Addressee],

[Words of Introduction(e.g. Thank you, Hello, etc.]

[Body Text]

[Salutation(e.g. Best Regards, Respectfully, Gratefully, etc.]

[Sender’s Name]

[Sender’s Title]