|  |  |
| --- | --- |
| **His address** | **Your address** |
|  |  |
|  |  |
|  |  |
| **Introductory paragraph** | |
|  | |
|  | |
|  | |
|  | |
| **Paragraph One** | |
|  | |
|  | |
|  | |
|  | |
| **Paragraph Two** | |
|  | |
|  | |
|  | |
|  | |
| **Paragraph Four** | |
|  | |
|  | |
|  | |
|  | |
| **Paragraph Five** | |
|  | |
|  | |
|  | |
|  | |
| **Concluding paragraph** | |
|  | |
|  | |
|  | |
|  | |
| **Sign off** | |