CORRESPONDENCE **[DATE]**

[RECIPIENT NAME]
[ROLE] / [COMPANY]
[ADDRESS]

[LETTER SUBJECT]

Dear [RECIPIENT NAME],

[State the purpose of the letter and the action or decision required. Keep the opening direct and relevant to the recipient.]

[Add the information the recipient needs to respond. Include only confirmed project details, dates and commercial terms. Split distinct points into short paragraphs.]

[Confirm the next step, the responsible contact and the preferred response date.]

Kind regards,

[NAME SURNAME]
[JOB TITLE]

[EMAIL] / [PHONE]
[WEBSITE] / [OFFICE ADDRESS]

