

Sender Company Name
Address line 1
Address line 2
Address line 3

March 11, 2010

RE: Order #123

REGISTERED MAIL

Recipient's name
Company Name
Address line 1
Address line 2
Address line 3

Attention:

Dear Recipient's name:

SUBJECT: [ENTER SUBJECT HERE]

Type your letter here. Content xxxxxxxxxxxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxxxxxxxx xxxxxx xxxxxx
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Sincerely,

Sender's Name
Job Title
Company Name
Enclosures (2)

WT/tp
cc: Name of person(s) to be included in cc