

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 xxxxxxxxxxx xxxxxx xxxxxx xxxxxxx xxxxxxx xxxxxxxxxxx xxxxxx xxxxxx  
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xxxxxxxx xxxxxxxxxxxxxx.

Sincerely,

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Sender's Name  
Job Title  
Company Name

Enclosures (2)

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