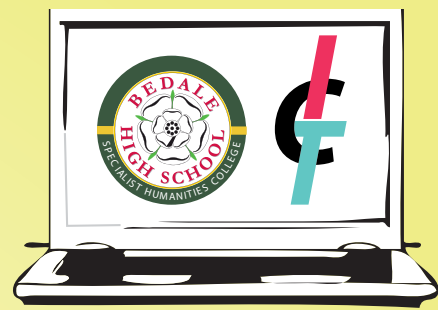




Creating a Letter



2 Name of recipient
"Mr N Prendigast"

3 Recipient full address including any Company name and position.

4 Date

5 Reference
Initials of Creator, originator and file number

6 Dear recipient
"Mr Prendigast" (No initial)
"Nigel" or "Sir"

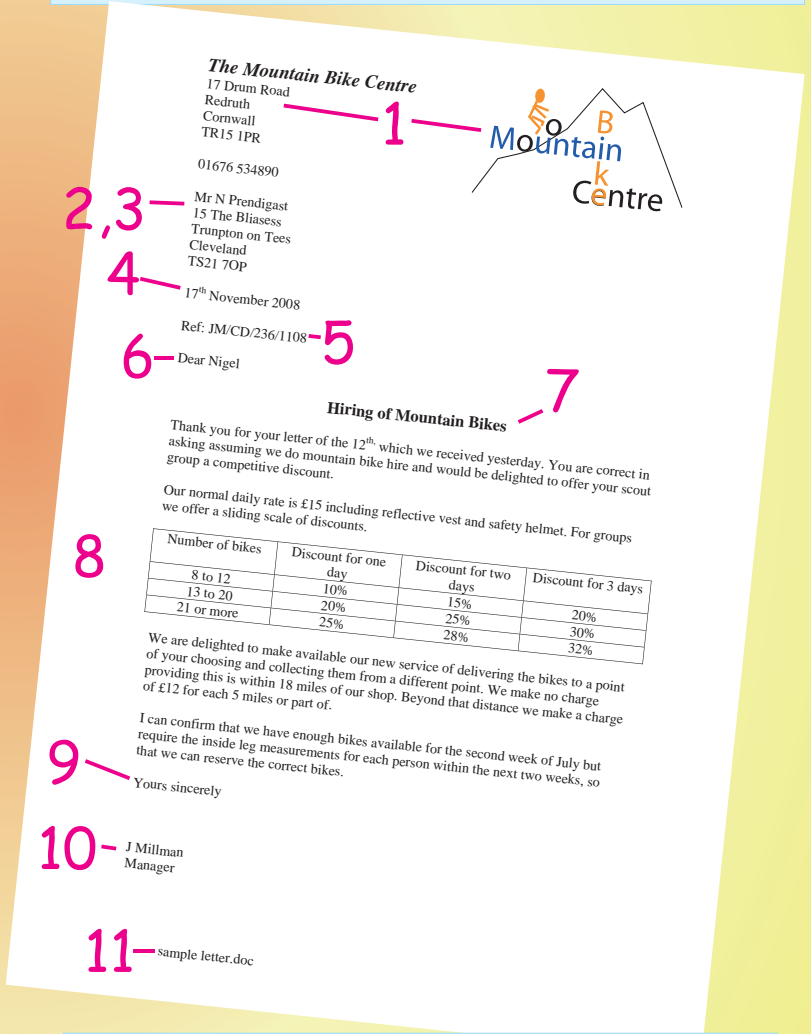
7 Subject Header

8 Subject matter
Introduce , explain and ask for what you want.

8 Subject matter
Introduce , explain and ask for what you want.

9 Sign off
Dear name then *Yours sincerely*
Dear Sir then *Yours faithfully*.

1 Company name, Logo, address, telephone number, fax and email: designed in the header/footer section.



10 Sender name and Position
If Mrs, Miss or Ms, in brackets after the name

11 File name inserted in footer