

## **Traditional style**

**1 LETTERHEAD (on company headed paper)**

**2 REFERENCE(S)**

**3 DATE**

**4 RECIPIENT'S NAME/POSITION**

**ADDRESS**

**5 SALUTATION**

**6 SUBJECT HEADING (preferably capitalised)**

**7 BODY OF THE LETTER (paragraphed)**

**8 COMPLIMENTARY ENDING**

**9 DOUBLE SIGNATURE**

**10 POSITION**

**11 ENCLOSURES (where applicable)**