Recipient’s name

Position, Company

Street name

Town

County/Country

Postcode

00 Month 20XX

Dear Recipient,

# Re: Use this line to identify the subject of the letter

Text to go here. 12pt Arial Regular text, 16pt leading, aligned left.

Use a single line space between paragraphs.

Yours sincerely

Author’s name

Position/Title

[firstname.surname@ukhsa.gov.uk](mailto:firstname.surname@ukhsa.gov.uk)