First line of address

Town

Postcode

**Mob:** [Mobile phone number]

**Email:** [Email address]

[Today’s date]

Employer’s name

Company name

First line of address

Town

Postcode

Dear [honorific title] [Surname],

**Re:** [Job position + reference**]**

*[Introductory paragraph]*

*[Paragraph 2]*

*[Paragraph 3]*

*[Paragraph 4]*

*[Closing statement]*

[Closing greeting]

[Signature]

[Name]