

1982

Mr. [Name] - [Title] - [Address] - [City] - [State] - [Zip]

Dear Mr. [Name]:

I am pleased to hear from you regarding [Topic].

Enclosed for you are [Number] copies of [Document Name].

If you have any questions, please contact me at [Phone Number].

Sincerely,
[Signature]

[Name]
[Title]
[Organization]