[DD MMMM YYYY]

Please edit the letterhead details (above) with your contact number. If not needed, pls remove.

Our reference: [Enter our reference number]

Your reference: Enter recipient’s reference number]

**<Enter subject>**

Dear [Name],

I refer to your letter sent on <DD MMMM YYYY>. This is to inform you that ….

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus suscipit neque non diam lacinia aliquet. Integer auctor arcu at tortor cursus, vitae aliquam sem suscipit. Pellentesque tempus erat sit amet sapien convallis blandit. Mauris accumsan condimentum auctor nunc, sit amet malesuada nisi dapibus nec.

**This text is in bold.**

Phasellus imperdiet dolor eu nunc rutrum, ac suscipit dui facilisis. Phasellus pulvinar blandit justo, non lacinia eros gravida vel. Maecenas ut elementum justo, sed laoreet enim.

If you have any questions, please contact me at +31 XXX XXXXXXX or via email at <email address>.

For more information, please visit [www.ecraid.eu](http://www.ecraid.eu/).

Thank you.

Yours sincerely,

<insert signature>

[First name, last name]

Attachment(s):

[File name]

[File name]