

Mrs Mabel Canary
24 The Street
Some Village
Some Town
Noshire
AB1 2YZ

Our ref.
ABC/123

Customer no.
2

Invoice no.
123456

Date
23rd January 2015

Dear Mrs Canary

Subject: A sample letter

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head, Managing Director

PS: this is a postscript.

encl: Photocopy of something interesting
Photocopy of something rather dull

cc: Prof Important Person
Dr Bor Ing