Your house and street,

Your locality,

Your town,

Your postcode

Your e-mail address

Your telephone number

Addressee,

Their job title,

Their organisation,

Their building name,

Their locality,

Their town,

Their postcode

Today's date

Dear Person's name,

**Subject title**

Paragraph 1.

Paragraph 2.

Paragraph 3.

Yours sincerely,

Your name

Your job title, NEEMF