



Your Address

Your City, State Zip(Hit enter twice)

Today's Date – Year, Month, Day

Company Name

Company Address

City, State Zip (Hit enter Twice)

Dear Order Department : (Hit enter twice)

-----**(Hit enter twice)**

-----**(Hit enter twice)**

-----**(Hit enter twice)**

Sincerely, (Hit enter 4times)

Your Handwritten Signature goes here

Your Name

Your Title(if you have one)