Your house number/name and street

The name of your village/town

Postal town if applicable

County

Postcode

Date

Contact name if known

Company name you are writing to

Building number/name and street

The village/town

Postal town if applicable

County

Postcode

Greeting e.g. Dear Sir

Body of text: details of concern.

Sign off e.g. Yours sincerely

Space for your signature

Your name, typewritten or in block capitals if handwritten