1 The High Street

Villagehampton

Townsville

Exampleshire

AB1 2CD

1st Month Year

FAO Mr Jones, Manager

The Fish Shop

1 Fish Street

Villagehampton

Townsville

Exampleshire

AB1 2EF

Dear Sir/Dear Mr Jones

Body of text: details of concern.

Yours sincerely/Yours faithfully

Signature

Mrs A N Other