



Ref: [REFERENCE NO.]

Date: [Date]

[Subject of the letter]

[This paragraph is placeholder text. It shows the type size, line spacing and measure of the letterhead's text area so the layout can be checked before any real content is written. Replace it with the body of the letter.]

[A second paragraph continues the measure. Body text on official correspondence is set in Garamond at 12 pt with 16.7 pt line spacing, ranged left, across a measure of 159.2 mm.]

[A third paragraph completes the example. Keep clear space between the last line of the body and the footer band.]

Yours sincerely,

[Full Name]

[Position]