



Date:

Recipient Name

Designation

Organization Name

Salutation

Ref: O-CCD-IC-2<sup>٢</sup>-0001

**HEADER**

**Subject:**

Introduction

Middle Paragraph

Closing Paragraph

**The Complimentary Close**

**BODY**

**FOOTER**

**Signature**  
**Name (First / Middle / Last)**  
**Designation**

**ABD / DE / EF**

Attachment/s; or Enclosure/s;

Cc: Designation



**The Original Letter "First Page" for Sending**

**Date: 17 January 2022**

**Ref: O-CCD-IC-22-0001**

**Mr. / Ms. / Mrs. / Dr. Name (First / Middle / Last)**

**Designation**

**Company Name**

**Greetings,**

**Subject:**

In the Introduction, introduce what you are writing about and what you want from the recipient.

In the Middle paragraphs, explain the nature of the problem encountered and what the recipient can do to deal with it. Be direct and at the heart of the matter.

In the Closing paragraph, be sure to thank the recipient for his/her time and efforts. Also, provide the contact information (Phone or Email Address) in case of other inquiries or questions.

**With Sincere Appreciation and Respect,**

**Signature**

**Name (First / Middle / Last)**

**Designation**

Attachment/s or Enclosure/s

Cc: Designation



Copy of the Letter "Second Page" for File

Date: 17 January 2022

Ref: O-CCD-IC-22-0001

Mr. / Ms. / Mrs. / Dr. Name (First / Middle / Last)

Designation

Company Name

Greetings,

Subject:

In the first paragraph, introduce what you are writing about and what you want from the recipient.

In the subsequent paragraphs, explain the nature of the problem encountered and what the recipient can do to deal with it. Be direct and at the heart of the matter.

In the last paragraph, be sure to thank the recipient for his/her time and efforts. Also, provide the contact information (Phone or Email Address) in case of other inquiries or questions.

**With Sincere Appreciation and Respect,**

**Signature**

**Name (First / Middle / Last)**

**Designation**

ABD / DE / EF

Attachment/s or Enclosure/s

Cc: Designation