

Your Company Name
1234, Bentree Complex, Addison Pkwy
Addison, TX 97692
(123) 555-1234 | yourcompany.com | youremail@yourcompany.com

To:

Mr. Peter Coleman, CEO
Receiver Industry,
Carmichael Street.
Dallas, Texas 75248

March 1, 2018

Dear Mr. Coleman,

Sincerely,