

Return address line 1  
Return address line 2  
Return address line 3

February 29, 1999

Recipient address line 1  
Recipient address line 2  
Recipient address line 3

Dear sir or madam,

Text of the letter goes here.

Sincerely,

Your name (signature)

P.S. Postscripts are optional.

encl: An optional enclosure.