Date (indentation is 0.33 cm and same indentation for the letter body)

Addressee name

Organization name

Address

City, Postal Code

COUNTRY

Opening salutation goes here:

Body text: 11 pt Calibri font, 1.15 line spacing, 6pt spacing between paragraphs. Double-click on the header to edit the return address block.

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Closing salutation goes here,

[signature]

**Name of Sender**

Title

Sender’s specific contact info (tel , email, etc.)