
File no.: (File number)
Reference: (IMS number)

The Principal / Mr/Ms (initials and surname)
(Address line 1)
(Address line 2)
(Address line 3)
(Address line 4)

(per email: (email address of recipient if sent via email))

Dear Sir/Madam

(Short subject line in bold)

(Body of letter)

...
...
...

Yours sincerely

B WALTERS / (DETAILS OF RELEVANT PERSON)
pp. HEAD: EDUCATION / (TITLE OF RELEVANT PERSON)
DATE:

