

Sample Business Letter

**Sender's
Address**

C. Farnes-Barnes
42 Valentine Gardens
ABERDEEN
AB55 8ZZ

Your ref: AB55/pm

Reference

02 June 2004

Date

S. Entwistle
Crimmond Insurance International
High Street
CRIMMOND
CR1 7GB

**Recipient's name &
address**

Dear Mr Entwistle,

Subject

CAR POLICY REFERENCE: XYZ1

Thank you for forwarding me my car insurance policy. You told me that the cover included 90 days of travel in Europe and asked me to let you know the dates we will be travelling abroad. We will be driving in France from 22nd to 24th June 2004.

Yours sincerely,

Closing

Main Body

**Space for your
signature**

Charles Farnes-Barnes

Your Name