November 9, 2016

(Name) Carol Robertson  
(Title)

Where it is going and whom is it destined for. Put as much information as you can

(Company Name)

Ottawa, Ontario  
K1N 6N5

Dear Ms. Robertson: or Dear Sir or Madam:

The purpose of this letter is to share my disappointment with your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ advertisement. It features \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

To begin,

Next,

Finally,

Please do not hesitate to contact me by telephone at 819-997-7733 for further information.

Yours very truly,

(Signature in blue or black pen)

Who sent it. Type out name and include address

Leopold Covacs  
Ottawa, Ontario  
K1A 0S5