

November 23, 2012

Dear Mr. [Name],

I am writing to you regarding the [Topic].

The [Topic] is a [Description].

I have [Action] and [Action].

I am [Action] and [Action].

I am [Action] and [Action].

I am [Action] and [Action].

I am [Action] and [Action].

I am [Action] and [Action].

I am [Action] and [Action].

I am [Action] and [Action].

I am [Action] and [Action].