Date

Name of addressee

Title of addressee

Company name

Address 1

Address 2

Address 3

Address 4

Dear {Name of addressee}

This letterhead illustrates the recommended format for all J & E Hall standard letterhead. Please use for all external correspondence. This letterhead illustrates the recommended format for all J & E Hall standard letterhead. Please use for all external correspondence. This letterhead illustrates the recommended format for all J & E Hall standard letterhead. Please use for all external correspondence. This letterhead illustrates the recommended format for all J & E Hall standard letterhead. Please use for all external correspondence. This letterhead illustrates the recommended format for all J & E Hall standard letterhead. Please use for all external correspondence.

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Complimentary close,

Name

Title

Date

Page 2

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Complimentary close,

Name

Title