

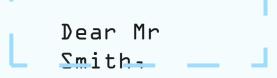
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Beginning Your Letter

If you don't know who to address your letter to, then you must begin the letter with:

Dear Sir or Madamı

If you know the name of the person you are writing to then you must begin the letter with Mr, Mrs or Ms along with their surname:



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Ending Your Letter

If you don't know who to address your letter to, then you must end the letter with:

If you know the name of the person you are writing ton then you must begin the letter with Mrn Mrs or Ms along with their surname:



Yours Sincerely ── (Y≎UR ── NAME)

