DD Mmmmm YYYY

Grade Sender's Name, CAP

Sender's Unit

Civil Air Patrol

Street Address or PO Box

City ST XXXXX-XXXX

Receiver's Title and Full Name

Receiver's Company (optional)

Street Address or PO Box

City ST XXXXX-XXXX

Dear Title and Last Name, Sir/Ma'am, or Position

Enter text for first paragraph. Paragraphs are indented 5 spaces or 1/4 inch tab. Paragraphs are not numbered.

Enter contents of subsequent paragraphs using same format.

Closing paragraph should summarize desired action (if any) and provide contact information for the business style letter's point of contact (if other than the sender).

Sincerely

SENDER'S NAME, Grade, CAP

Duty Title

"Attachment:" for one item or "# Attachments:" for more than one.

List numbered attachment(s) mentioned in letter, do not number if only one.