Ref: BM/LO/001

12 October 2009

**BUILDMAX PTY LTD**

PO Box 0000

Town name

000

Attention: John Anderson

Dear Sir,

**NEW VILLAGE SHOPPING MALL**

**SUBJECT – XXXXX**

Opening Paragraph….

Body…..

Closing paragraph

Yours faithfully,

**For Online-Templatestore.com**

**A.N Other**

Project Manager

Cc: Peter Cash (Ecobuild)

John Stewart (DH Arch)