

P.O. Box 4308  
Cincinnati, OH 45201

Date: December 1, 2016

Personal Contact

Date:

Dear Mr. [Name],

[Main body of the letter, containing the primary message or request.]

[Continuation of the letter's main body, providing further details or context.]

[Closing section of the letter, including a sign-off and any final remarks.]

[Signature block, including the name of the sender and any contact information.]