

[Date]

[Recipient name]

[Organization]

[Street and number]

[Postal code and city]

[Country]

## **[Subject]**

Dear [Name],

[Opening paragraph. State why you are writing in one or two short sentences.]

[Body paragraph. Keep sentences short and plain. One idea per paragraph, and as many paragraphs as the letter needs.]

[Closing paragraph. Say what happens next and who to contact.]

Kind regards,

[Full name]

[Title]

DreamOne Holding B.V.