

To Whom It May Concern

Dear Sirs

Sandhaven & Pitullie Harbour Trust Ltd

Most letters have three parts:

1. an opening statement that identifies the project
(i.e. Sandhaven & Pitullie Harbour Trust Project)
2. middle paragraph that indicates the relationship of the writer to the effort
seeking funding www.sandhavenharbour.co.uk
3. and a closing statement (i.e. mentioning your support for Sandhaven & Pitullie
Harbour Trust Ltd)

Yours faithfully

Name