

FORMAL LETTER

Sender's Name: _____

Sender's Address: _____

Sender's City, Province, Postal Code: _____

Sender's Contact Number / Email: _____

Recipient's Name: _____

Recipient's Address: _____

Recipient's City, Province, Postal Code: _____

Subject:

Regarding Your Recent Inquiry

Body of the Letter:

Dear Sir or Madam,

I am writing to address the matters discussed in your recent correspondence. Please be advised that all considerations have been reviewed thoroughly in accordance with applicable laws of Canada. This letter serves as a formal communication of our position and intentions regarding the subject at hand.

Should you require any further clarification, do not hesitate to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

Sender's Signature

Signature: _____

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