14 Green Road
Hilltown
Derby

4th May 2012

Dear Mr. Johnson,

I would like to order some meat for my Jubilee barbecue and I've been told that you will be able to help.

Could we have six kilograms of beef mince, ten chicken breasts, fifty sausages (pork and herb is fine) and two dozen lamb kebabs? I would like to collect my order on the 30th of May in the morning.

I hope that you will be able to provide me with these items at such short notice. Please could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

Date	Main text	Close	Opening
Conclusion	Address	Greeting	