98-01 25th Avenue

East Elmhurst, NY 11369

May 5, 2015

Big Crazy Company

123 Eazy Street

Sometown, CA 86753

To Whom It May Concern:

My name is A. Customer. I am writing regarding the Fillin Theblank product I purchased from you earlier this month. I am making sure that my font is professional and in 12 point font. I am also making sure that I am single spaced and am not using abbreviations.