

Company Name
Company Address
Company Phone Number

← Letterhead center aligned

(DS)

Current Date

(DS)

REGISTERED ← mailing notation

(DS)

Attention Mr. Richard C. Hrbacke

Hildebrand, Kemp, Fitzgerald, Milton, ← long line in letter address

Fenton, and Associates, Inc.

124 North Broad Street

Philadelphia, PA 19107-2218

(DS)

Ladies and Gentlemen:

(DS)

EVERETT-COX AGREEMENT ← subject line in ALL CAPS

(DS)

The enclosed draft has been prepared in accordance with our understanding of the verbal agreements that your clients, Cecil and Ann Cox, made with Cynthia E. Everett on March 2, 2011. Would you please review this document, mark any changes that you believe should be made, and return the draft to me within the next week.

(DS)

In addition to the Agreement draft, we are sending a copy of the Mortgage Release for the property in question. You will note that this document was filed on March 1, 2011. I believe this resolves one of the issues discussed on March 8.

(DS)

To help you in responding to this request, we also are sending copies of this material to Mr. and Mrs. Cox.

(DS)

Sincerely,

(DS)

COMPANY NAME ← company name in closing lines

(QS)

Ms. Andrea Colson
Attorney-at-Law

ab ← reference initials

(DS)

Enclosures: Agreement Draft ← listed enclosures
Mortgage Release

(DS)

c Cecil and Ann Cox ← copy notation

(DS)

Should you determine that major changes need to be made, please call me immediately. ← postscript