[Company address]
[City, state and postcode]
[Email address] | [Phone]

6 November 2026

[Recipient name]
[Recipient company]
[Recipient address]

Subject: A sample business letter

Dear [Recipient name],

Thank you for taking the time to meet with our team. This sample letter outlines the next steps for your business and demonstrates the Flex letterhead layout.

Please review the attached information and let us know if you would like to arrange a follow-up meeting. We will be happy to answer your questions and discuss a suitable timeline.

We look forward to working with you and supporting your team.
Thank you for your time and consideration.

Kind regards,

[Sender name]
[Job title]