

Formal

47, Angel Road,
Blaby,
Leicestershire,
(date)

The Manager,
Hotel Regent,
107, Carston Square,
London W.1.

Dear Sir,

Yours faithfully,

Chris Bright
Chris Bright

Informal

47, Angel Road,
Blaby,
Leicestershire.
(date)

Dear Jan,

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Love,  
(or) Best wishes,  
*Chris*