[DATE]

[ADDRESSEE]

[ADDRESS]

[CITY STATE ZIP]

**Subject:**

Dear Sir/Madam:

Text….

If there are any questions in this regard, please do not hesitate to contact me at [email@casitaswater.com](mailto:email@casitaswater.com) or 805.649.2251, Ext. XXX.

Sincerely,

[NAME]

[TITLE]

c: