** *ABN* 63 454 683 229**

***Cooroy Golf Club***

***Myall Street, Cooroy Qld 4563*** <date>

*Our ref:*

<address 1>

<address 2>

<address 3>

<address 4>

Dear

Re: ***<subject>***

<body of letter>

Regards

***<name of author>***

***<title of author>***

***<phone number & email if appropriate>***