

To Whom It May Concern

Dear Sirs

**Sandhaven & Pitullie Harbour Trust Ltd**

Most letters have three parts:

1. an opening statement that identifies the project  
(i.e. Sandhaven & Pitullie Harbour Trust Project)
2. middle paragraph that indicates the relationship of the writer to the effort seeking funding [www.sandhavenharbour.co.uk](http://www.sandhavenharbour.co.uk)
3. and a closing statement (i.e. mentioning your support for Sandhaven & Pitullie Harbour Trust Ltd)

Yours faithfully

Name