Votre Prénom, NOM

Votre Adresse

Code Postal – Ville

Nom du Destinataire

Adresse du Destinataire

Code Postal – Ville

Ville, le Nom du jour Jour Mois [Année](http://fr.wikipedia.org/wiki/Ann%C3%A9e_%28calendrier%29)

Objet : objet de la lettre / de l’e-mail.

Madame, Monsieur,

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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Je vous prie d'agréer, Madame, Monsieur,

l'expression de mes salutations distinguées.

*Signature*