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Ligasol Service GmbH · 16 Burgstraße · 87435 Kempten

**Recipient company name**

Kempten, DD.MM.YYYY

Attn. First Last

Street and number

Postcode City

Country

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**Subject line of the letter**

Dear Ms/Mr Last name,

Replace this block with the body of your letter. The margins follow DIN 5008 so the address window aligns in a standard C5/C6 envelope, and the fold marks on the left edge indicate where to fold for a DL envelope.

Keep paragraphs short and factual. Use the accent rule above the footer to close longer letters, and always sign with name, role and department.

Kind regards,

**Max Mustermann**

Head of Technical Operations