**Person Surname
Their Address
Suburb, Postcode
Phone Number**
Date

|  |  |
| --- | --- |
| Mentone Horse Riders Club Inc.Correspondence to:The SecretaryPO Box 6074Karingal VIC 3199 |  |

Dear Person,

Paragraph

Kind regards,

Your Name

[Position eg. President, Event Coordinator, Club Member]
Mentone Horse Riders Club

[If applicable for letters written by executive committee members ‘On behalf of the executive committee’]