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

|  |  |
| --- | --- |
| Mentone Horse Riders Club Inc.  Correspondence to: The Secretary PO Box 6074 Karingal 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’]