EASTON & VALE

ADVISORY AND ADMINISTRATION

Northstar Systems · Mara Klein · 4 August 2026 · Ref. NS-050-2026

Formal Business Letter

A professional business letter with sender and recipient details, date, reference, subject, body, closing, signature, and enclosures.

Sender and recipient

Provide sender organization, address, contact, recipient name, title, organization, postal address, date, and delivery method.

Document control	Detail
Owner	Mara Klein
Reference	NS-050-2026
Effective date	4 August 2026
Status	Ready for review

Reference and subject

Use a stable reference and concise subject that lets the recipient understand and route the correspondence. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Purpose and context

State why you are writing, the relevant prior correspondence or agreement, and the essential facts.

Topic	Decision or outcome	Owner	Due
Purpose and context	Outcome recorded	Mara Klein	4 August 2026
Follow-up	Confirm completion evidence	Client team	To be agreed

Requested response

Explain the requested action, responsible recipient, deadline, supporting documents, and contact for questions. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Closing and enclosures

Use an appropriate close, identify authorized signatory, copy recipients, and list every enclosure or attachment. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

Name *

Title or role *

Signature *

Date *