9-19-2015

**Re: Hello from \_\_\_\_\_\_\_\_ (your first & last name)**

Hello \_\_\_\_\_ & \_\_\_\_\_\_,

I wanted to say hello and let you know that we are here.

We hope are doing well.

Please let me know if you’d ever like to discuss anything.  Our contact information is always at the bottom of all of our emails (below).

Sincerely,

Sam Wizard,  Architect     ArCH /NCARB

555-555-5555

[MyEmail@MyEmail.com](mailto:MyEmail@MyEmail.com)     |      www.my website.com

My company’s legal name. My license numbers