

# English Banana.com

## Schools

*Date*

*School Name*

*School Address*

*School Phone No.*

*School Email Address*

*Addressee Name*

*Addressee Address*

Dear

Yours sincerely (*for "Dear Mr. ... / Mrs. ..."*)

Yours faithfully (*for "Dear Sir ... / Madam ..."*)

*Signature*

*Print Name*

*Job Title*