|  |  |  |
| --- | --- | --- |
| The person(s) name |  | Department Name |
| Address Line 1 |
| Address Line 2 |  | Harlow Council |
| Address Line 3 |  | Civic Centre |
| Address Line 4 |  | The Water Gardens |
| Address Line 5 |  | Harlow |
|  |  | Essex CM20 1WG |
|  |  | www.harlow.gov.uk |
|  |  |  |
|  | Our Ref: |  |
|  | Your Ref: |  |
|  | Date: |  |

Subject: Enter Subject

Dear Sir/Madam,

Enter body of text

Yours

**Officer Name**

Officer Title

Tel: 01279 446 Fax: 01279 446

e-mail: your e-mail address @harlow.gov.uk