**John Smith**

One Civic Plaza NW

Albuquerque, NM 87103

Office of the Mayor/Chief Administrative Officer

Office of the Mayor/Chief Administrative Officer

DATE

**John Smith**

One Civic Plaza NW

Albuquerque, NM 87103

 Re: Subject

Dear Mr. Smith:

ALL LETTERS SHOULD BE IN TIMES NEW ROMAN AND FULLY JUSTIFIED

Best regards,

Timothy M. Keller

Mayor

or

Samantha Sengel, EdD

Chief Administrative Officer

(if any)

cc: John Doe, Department