Reference number: MATE-…/…/…

Contact person: …

Phone: …

E-mail: …

**Name**   
Title

Name of the Institute/Department

Number + Street name

Town/City name + Region/State + Postal code

Country

**Subject: …**

**Dear …,**

Text .............. ........................................................................................................................ ........................................................................................................................................................................................................................................................................................................................................................................................................................................................

Town/city, date

Yours sincerely,

Name

Attachment(s): 1. attachment Name

2. attachment Name