[TITLE OF INSTRUCTION]

**Date:** [date]

**Addressed to:** [target group]

[Introductory text]

1. [heading 1]

* [text]
* [text]

1. [heading 2]

* [text]
* [text]

Signature

[**signer's name and surnames**]

[**signer's position**]

[town/city], [date]