



University of Somewhere
Some City
AB3 4YZ

Secret Lab of Experimental Stuff
Gov. Grant No. 1234

Miss Polly Parrot
42 The Lane
Some Town
Noshire
AB1 2XY

Our ref.
ABC/123

Customer no.
1

Date
23rd January 2015

Dear Miss Parrot

Subject: A sample letter

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head, Managing Director

PS: this is a postscript.

encl: Photocopy of something interesting
Photocopy of something rather dull

cc: Prof Important Person
Dr Bor Ing



University of Somewhere
Some City
AB3 4YZ

Secret Lab of Experimental Stuff
Gov. Grant No. 1234

Ms Zöe Zebra
856 The Avenue
Some City
CA
123456
United States

Our ref.
ABC/123

Customer no.
3

Date
23rd January 2015

Dear Ms Zebra

Subject: A sample letter

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head, Managing Director

PS: this is a postscript.

encl: Photocopy of something interesting
Photocopy of something rather dull

cc: Prof Important Person
Dr Bor Ing



University of Somewhere
Some City
AB3 4YZ

Secret Lab of Experimental Stuff
Gov. Grant No. 1234

José Arara
Nenhuma Rua
São Paulo
123457
Brazil

Our ref.
ABC/123

Customer no.
4

Date
23rd January 2015

Dear José Arara

Subject: A sample letter

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head, Managing Director

PS: this is a postscript.

encl: Photocopy of something interesting
Photocopy of something rather dull

cc: Prof Important Person
Dr Bor Ing



University of Somewhere
Some City
AB3 4YZ

Secret Lab of Experimental Stuff
Gov. Grant No. 1234

Mr Fred Canary
24 The Street
Some Village
Some Town
Noshire
AB1 2YZ

Our ref.
ABC/123

Customer no.
6

Date
23rd January 2015

Dear Mr Canary

Subject: A sample letter

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head, Managing Director

PS: this is a postscript.

encl: Photocopy of something interesting
Photocopy of something rather dull

cc: Prof Important Person
Dr Bor Ing