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University of Somewhere  
Some City  
AB3 4YZ  
Telephone: 0123456789  
E-mail: big.head@somewhere.ac.uk

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

23rd January 2015

Regarding: A sample letter

Dear Miss Parrot

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head

Ps: this is a postscript

Encl: Photocopy of something interesting  
Photocopy of something rather dull

cc: Prof Important Person  
Dr Bor Ing

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University of Somewhere  
Some City  
AB3 4YZ  
Telephone: 0123456789  
E-mail: big.head@somewhere.ac.uk

Mrs Mabel Canary  
24 The Street  
Some Village  
Some Town  
Noshire  
AB1 2YZ  
United Kingdom

23rd January 2015

Regarding: A sample letter

Dear Mrs Canary

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head

Ps: this is a postscript

Encl: Photocopy of something interesting  
Photocopy of something rather dull

cc: Prof Important Person  
Dr Bor Ing

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University of Somewhere  
Some City  
AB3 4YZ  
Telephone: 0123456789  
E-mail: big.head@somewhere.ac.uk

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

23rd January 2015

Regarding: A sample letter

Dear Ms Zebra

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head

Ps: this is a postscript

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cc: Prof Important Person  
Dr Bor Ing

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University of Somewhere  
Some City  
AB3 4YZ  
Telephone: 0123456789  
E-mail: big.head@somewhere.ac.uk

José Arara  
Nenhuma Rua  
São Paulo  
123457  
Brazil

23rd January 2015

Regarding: A sample letter

Dear José Arara

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head

Ps: this is a postscript

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cc: Prof Important Person  
Dr Bor Ing

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University of Somewhere  
Some City  
AB3 4YZ  
Telephone: 0123456789  
E-mail: big.head@somewhere.ac.uk

Mr Dickie Duck  
1 The Street  
Another Village  
Some City  
Imageshire  
YZ1 2AB  
United Kingdom

23rd January 2015

Regarding: A sample letter

Dear Mr Duck

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head

Ps: this is a postscript

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cc: Prof Important Person  
Dr Bor Ing

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University of Somewhere  
Some City  
AB3 4YZ  
Telephone: 0123456789  
E-mail: big.head@somewhere.ac.uk

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

23rd January 2015

Regarding: A sample letter

Dear Mr Canary

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head

Ps: this is a postscript

Encl: Photocopy of something interesting  
Photocopy of something rather dull

cc: Prof Important Person  
Dr Bor Ing

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