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

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
