

University of Somewhere  
Some City  
AB3 4YZ

14th September 2015

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

Dear Mrs Canary

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Big Head

PS: this is a postscript.

encl: Photocopy of something interesting  
Photocopy of something rather dull

cc: Prof Important Person  
Dr Bor Ing