



University of Somewhere
Some City
AB3 4YZ

Secret Lab of Experimental Stuff
Gov. Grant No. 1234

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

Our ref.	Customer no.	Invoice no.	Date
ABC/123	2	123456	23rd January 2015

Dear Mrs 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