

# University of Somewhere

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Mr Big Head  
Academic Lane  
Some City AB3 4YZ

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

Your letter of	Your reference	Our reference	Date
		ABC/123	1st March 2014
Subject: A sample letter			

Dear Mrs Canary,

This is an imaginary letter.  
This is the second paragraph of the letter.

Yours sincerely,  
Big Head

**Enclosures:**  
Photocopy of something interesting  
Photocopy of something rather dull

**Copy to**  
Prof Important Person  
Dr Bor Ing