

University of Somewhere
Some City
AB3 4YZ

23rd January 2015

Miss Polly Parrot
42 The Lane
Some Town
AB1 2XY

Dear Miss Parrot

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

University of Somewhere
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MISS POLLY PARROT
42 THE LANE
SOME TOWN
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