
University of Somewhere
Some City
AB3 4YZ
Telephone: 0123456789
E-mail: big.head@somewhere.ac.uk

Miss Polly Parrot
42 The Lane
Some Town
Noshire
AB1 2XY
United Kingdom

23rd January 2015

Regarding: A sample letter

Dear Miss Parrot

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

University of Somewhere
Some City
AB3 4YZ
Telephone: 0123456789
E-mail: big.head@somewhere.ac.uk

Ms Zöe Zebra
856 The Avenue
Some City
CA
123456
United States

23rd January 2015

Regarding: A sample letter

Dear Ms Zebra

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head

Ps: this is a postscript

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Photocopy of something rather dull

cc: Prof Important Person
Dr Bor Ing

University of Somewhere
Some City
AB3 4YZ
Telephone: 0123456789
E-mail: big.head@somewhere.ac.uk

José Arara
Nenhuma Rua
São Paulo
123457
Brazil

23rd January 2015

Regarding: A sample letter

Dear José Arara

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head

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Photocopy of something rather dull

cc: Prof Important Person
Dr Bor Ing

University of Somewhere
Some City
AB3 4YZ
Telephone: 0123456789
E-mail: big.head@somewhere.ac.uk

Mr Fred Canary
24 The Street
Some Village
Some Town
Noshire
AB1 2YZ
United Kingdom

23rd January 2015

Regarding: A sample letter

Dear Mr Canary

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely

Mr Big Head

Ps: this is a postscript

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cc: Prof Important Person
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