



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  
United Kingdom

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