

Mr Big Head  
Academic Lane  
Some City AB3 4YZ

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

Your letter of	Your reference	Our reference	Date
			1st March 2014

Subject: A sample letter

Dear Miss Parrot,

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely,

Big Head, Managing Director

**Enclosures:**

Photocopy of something interesting

Photocopy of something rather dull

# University of Somewhere

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Mr Big Head  
Academic Lane  
Some City GB AB3 4YZ  
United Kingdom

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

Your letter of	Your reference	Our reference	Date
			1st March 2014

Subject: A sample letter

Dear Ms Zebra,

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely,

Big Head, Managing Director

**Enclosures:**

Photocopy of something interesting

Photocopy of something rather dull

website

somewhere.ac.uk

telephone

+44 123456789

cellphone

+44 712345678

email

big.head@somewhere.ac.uk

# University of Somewhere

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Mr Big Head  
Academic Lane  
Some City GB AB3 4YZ  
United Kingdom

José Arara  
Nenhuma Rua  
São Paulo  
123457  
Brazil

Your letter of	Your reference	Our reference	Date
			1st March 2014

Subject: A sample letter

Dear José Arara,

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely,

Big Head, Managing Director

**Enclosures:**

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Mr Big Head  
Academic Lane  
Some City AB3 4YZ

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

Your letter of	Your reference	Our reference	Date
			1st March 2014

Subject: A sample letter

Dear Mr Canary,

This is an imaginary letter.

This is the second paragraph of the letter.

Yours sincerely,

Big Head, Managing Director

**Enclosures:**

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