University of Somewhere

Some City AB3 4YZ

Telephone: 0123456789

 $\hbox{E-mail: big.head@somewhere.ac.uk}$

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

 $23 \mathrm{rd}$ 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

 $\hbox{E-mail: big.head@somewhere.ac.uk}$

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

 $23 \mathrm{rd}$ 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

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

 $\hbox{E-mail: big.head@somewhere.ac.uk}$

José Arara Nenhuma Rua São Paulo 123457 Brazil

 $23\mathrm{rd}$ 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

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

 $\hbox{E-mail: big.head@somewhere.ac.uk}$

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

 $23{\rm rd\ January\ }2015$

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

Encl: Photocopy of something interesting Photocopy of something rather dull

cc: Prof Important Person Dr Bor Ing

Mr Big Head University of Somewhere Some City AB3 4YZ Mr Big Head University of Somewhere Some City AB3 4YZ

Miss Polly Parrot 42 The Lane Some Town Noshire AB1 2XY United Kingdom Ms Zöe Zebra 856 The Avenue Some City CA 123456 United States

Mr Big Head University of Somewhere Some City AB3 4YZ Mr Big Head University of Somewhere Some City AB3 4YZ

José Arara Nenhuma Rua São Paulo 123457 Brazil Mr Fred Canary 24 The Street Some Village Some Town Noshire AB1 2YZ United Kingdom