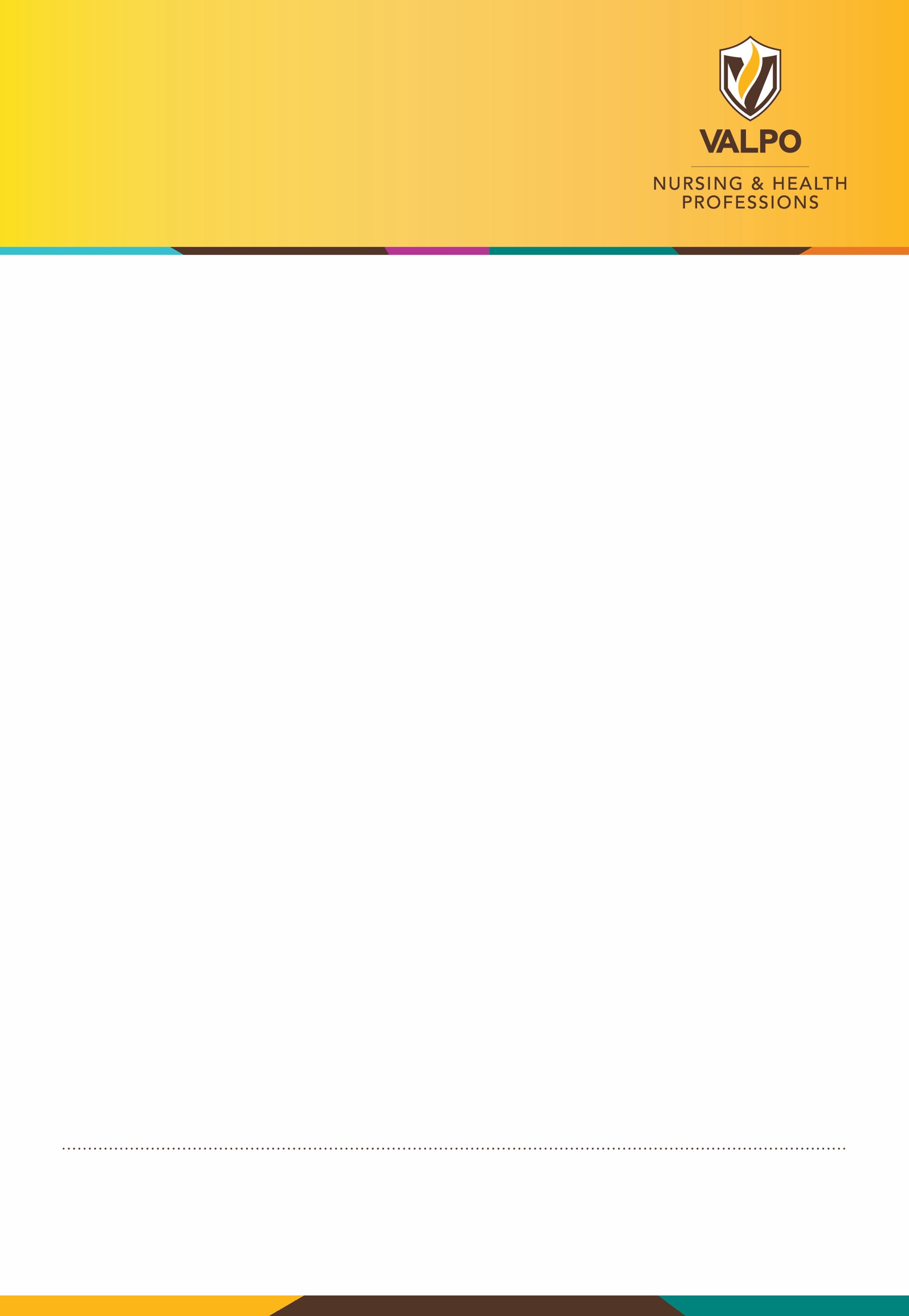
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**MONTH YEAR**

Dear First Last,

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Go Beacons!

FROM THE DESK OF

**FIRST LAST**

**TITLE**

**BUILDING NAME**

**ADDRESS**

**VALPARAISO, IN 46383**

**OFFICE/DEPARTMENT/COLLEGE**

**FIRST.LAST@VALPO.EDU**

**219.464.XXXX**