

Your name
Your Street
Your Town
Your Postcode

10th January 2009

Alison Smith
1 The Street
SomeTown
AB1 2XY

Dear Miss Smith

The letter text goes here. If the letter is more than one page long, the page number will appear at the top of the second and subsequent pages.

Yours sincerely,

Your name for signature

Your name
Your Street
Your Town
Your Postcode

10th January 2009

Ben Jones
2 The Close
SmallVillage
OtherTown
AB2 4XY

Dear Mr Jones

The letter text goes here. If the letter is more than one page long, the page number will appear at the top of the second and subsequent pages.

Yours sincerely,

Your name for signature

Your name
Your Street
Your Town
Your Postcode

10th January 2009

Chris Brown
Housename
The Main Street
OddVillage
BigTown
AB3 6XY

Dear Mr Brown

The letter text goes here. If the letter is more than one page long, the page number will appear at the top of the second and subsequent pages.

Yours sincerely,

Your name for signature

Your name
Your Street
Your Town
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SomeTown
AB1 2XY

Your name
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Ben Jones
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Small Village
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Chris Brown
House name
The Main Street
OddVillage
BigTown
AB3 6XY