

Your name  
Your Street  
Your Town  
Your Postcode

12th May 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

12th May 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

12th May 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  
Your Postcode

12th May 2009

From Abroad  
456 Foreign Straße  
Place-en-Continent  
2341R Townii  
NotInUK

Dear Dr Abroad

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

Alison Smith  
1 The Street  
SomeTown  
AB1 2XY

Your name  
Your Street  
Your Town  
Your Postcode

Ben Jones  
2 The Close  
Small Village  
Other Town  
AB2 4XY

Your name  
Your Street  
Your Town  
Your Postcode

Chris Brown  
House name  
The Main Street  
OddVillage  
BigTown  
AB3 6XY

Your name  
Your Street  
Your Town  
Your Postcode

From Abroad  
456 Foreign Straße  
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