

**MONTH YEAR**

Dear First Last,

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Go Beacons!

FROM THE DESK OF

**FIRST LAST • TITLE**

**OFFICE/DEPARTMENT/COLLEGE**

[**FIRST.LAST@VALPO.EDU**](mailto:First.Last@valpo.edu)

**219.464.XXXX**

**BUILDING NAME**

**ADDRESS**

**VALPARAISO, IN 46383**