

## **MONTH YEAR**

## Dear First Last,

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OFFICE/DEPARTMENT/COLLEGE FIRST.LAST@VALPO.EDU 219.464.XXXX BUILDING NAME ADDRESS VALPARAISO, IN 46383 Body copy to go in this area. Body copy to go in this area.

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Go Beacons!

FIRST LAST



VALPO.EDU/URL

OFFICE/DEPARTMENT/COLLEGE FIRST.LAST@VALPO.EDU 219.464.XXXX BUILDING NAME ADDRESS VALPARAISO, IN 46383