



**VALPO**

BUSINESS

MONTH YEAR

Dear First Last,

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Go Beacons!

FIRST LAST  
TITLE

OFFICE/DEPARTMENT/COLLEGE  
FIRST.LAST@VALPO.EDU  
219.464.XXXX

BUILDING NAME  
ADDRESS  
VALPARAISO, IN 46383

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Go Beacons!

**FIRST LAST  
TITLE**



**VALPO.EDU/URL**

**OFFICE/DEPARTMENT/COLLEGE**  
**FIRST.LAST@VALPO.EDU**  
**219.464.XXXX**

**BUILDING NAME**  
**ADDRESS**  
**VALPARAISO, IN 46383**