

VALPARAISO  UNIVERSITY  
BUSINESS

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**MONTH YEAR**

Dear First Last,

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Go Beacons!

**FIRST LAST  
TITLE**

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

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