

VALPARAISO  UNIVERSITY  
BUSINESS

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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

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Go Beacons!

**FIRST LAST  
TITLE**

VALPARAISO  UNIVERSITY  
BUSINESS

VALPO.EDU/URL

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**FIRST.LAST@VALPO.EDU**  
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