

FROM THE DESK OF  
**FIRST LAST**  
**TITLE**



**VALPO**

CHRIST COLLEGE  
THE HONORS COLLEGE

MONTH YEAR

# Dear First Last,

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Go Beacons!

OFFICE/DEPARTMENT/COLLEGE

FIRST.LAST@VALPO.EDU

219.464.XXXX

BUILDING NAME

ADDRESS

VALPARAISO, IN 46383