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Prof. A. Smith  
Miskatonic State University  
Department of Physics and Astronomy  
East Westerville, MQ  
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November 28, 2015

Dear Prof. Smoth,

I am pleased to provide a reference letter for J. Picard, who is applying for the post-doctoral position in extragalactic galaxies . I think Mr Picard is an excellent choice for the position.

More praise goes here.

Here is the last paragraph where I mention Miskatonic State.

Sincerely,

Pauline Barmby