

The Recipient 1 Aaa St Bbb, Ccc Dddd

25th September 2016

The subject

Dear R,

Main content

Yours sincerely,

The Sender Position

UCL Department of XX University College London, Gower Street, London WC1E 6BT Tel: +44 (0)20 7XXX XXXX Fax: +44 (0)20 7XXX XXXX sender@ucl.ac.uk

http://www.ucl.ac.uk/XXX