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1 \documentclass[11pt]{cicsletter}
2 \name{John Smith} % used as signature, if no signature is specified
3 \signature{John Smith\\ Title}
4 \date{August 1, 2018} % if no date specified, today's date is used
5 \subject{the CICS letterhead} % optional subject line
6 \begin{document}
7 \begin{letter}{Prof. John Smith\\
8     :           : Manning College of Information and Computer Sciences\\
9     :           : UMass Amherst\\
10    :           : 140 Governors Dr, \\
11    :           : Amherst, MA 01003-9264}
12 \opening{Dear Sir,}
13 We are most pleased to deliver this sample letter which uses
14 the \LaTeX{} letter document class file with the CICS letterhead.
15 We are most pleased to deliver this sample letter which uses
16 the \LaTeX{} letter document class file with the CICS letterhead.
17 We are most pleased to deliver this sample letter which uses
18 the \LaTeX{} letter document class file with the CICS letterhead.
19 We are most pleased to deliver this sample letter which uses
20 the \LaTeX{} letter document class file with the CICS letterhead.
21
22 \closing{Sincerely,}
23 \name{John Smith}
24 \end{letter}
25
26 \end{document}

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University of
Massachusetts
Amherst

Manning College of Information
& Computer Sciences

August 1, 2018

Prof. John Smith
Manning College of Information and Computer Sciences
UMass Amherst
140 Governors Dr,
Amherst, MA 01003-9264

Subject: the CICS letterhead

Dear Sir,

We are most pleased to deliver this sample letter which uses the \LaTeX letter document class file with the CICS letterhead. We are most pleased to deliver this sample letter which uses the \LaTeX letter document class file with the CICS letterhead. We are most pleased to deliver this sample letter which uses the \LaTeX letter document class file with the CICS letterhead. We are most pleased to deliver this sample letter which uses the \LaTeX letter document class file with the CICS letterhead.

Sincerely,

John Smith
Title