$\begin{array}{c} {\rm John~Doe} \\ {\rm 1355~Alpha~Avenue} \\ {\rm Jacksonville,~FL~32258} \\ {\rm john.doe@example.com} \\ {\rm +1\text{-}904\text{-}234\text{-}2353} \end{array}$

December 23, 2021

Ms. Jane Doe Director of Recruiting 1517 Flanigan Oaks Drive Oakland, MD 21550

Dear Jane Doe,

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

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Sincerely yours,

John Doe