



Your Faculty
Your Institute
Your Department

Organization Name

Recipient Name

Street Address

Postal Code City

Dr. Your Name
Your Street Address
Postal Code City
T +49 30 12345678
your.email@fu-berlin.de

January 20, 2026

Subject: Subject Line

Dear Sir or Madam,

Write your letter content here.

You can use **bold**, *italic*, and other Markdown formatting.

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Sincerely,

Dr. Your Name