



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,

<!-- LETTER CONTENT STARTS HERE -->

Write your letter content here.

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

This template follows the official FU Berlin corporate design with the university logo and brand colors.

<!-- LETTER CONTENT ENDS HERE -->

Sincerely,

Dr. Your Name