



Your Faculty
Your Institute
Your Department

Organization Name

Dr. Your Name
Your Street Address
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your.email@fu-berlin.de

Recipient Name
Street Address
Postal Code City

January 20, 2026

Subject: Subject Line

Dear Sir or Madam,

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.

Sincerely,

Dr. Your Name