

Mr. GHJ
Designation, Department
Institution
email

December 21, 2019

Mr. ABC
Designation, Department
Address
State-Pincode

Dear Mr.ABC,

Blah Blah Blah Blah Blah Blah Blah Blah Blah Blah.
More Blah Blah Blah Blah Blah Blah Blah Blah Blah Blah.

Blah Blah Blah Blah Blah Blah Blah Blah Blah Blah.
Will this letter ever end? Blah Blah.

Just to make this letter look more authentic lets add a list:

- ABC Blah
- SDF Blah!?

More Blah Blah Blah Blah Blah Blah Blah Blah Blah Blah

Yours sincerely,

GHJ

cc: MNOP
Institution