

# PLACE FOR CORPORATE-NAME OR LOGO

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Example Corp. · Examplestreet 103 · 10001 Testburg

## Airmail

Cynthia Mustermann  
Musterstraße

01234 Musterstadt  
Germany

YOUR REF.  
your ref

YOUR MAIL  
01/ 01 2004

MY REF.  
my ref

DATE  
April 27, 2012

## Reference

Ladies and gentlemen,  
this is the letter text.

regards

Bob Testman

Encl.

cc

Bob Testman  
Exampletester

**Address:**  
Example Corporation  
  
Institut for example design  
Examplestreet 103  
10001 Testburg

**Phone:**  
Mobile: 0001/ 123 4569  
Fax: 0001/ 123 4567

**Internet:**  
<http://www.exampletest.xz>  
[testman@exampletest.xz](mailto:testman@exampletest.xz)

**Bank:**  
My Bank  
24567588