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| --- |
| Primary Unit Name  Subunit name (ie: Department of”)  University of Iowa XXX Street name Iowa City, Iowa 52242-0000 319-XXX-XXXX [uiowa.edu](http://uiowa.edu/) |

November 20, 2025

Name of Recipient

Title

Company

Street Address

City, ST Zip

Salutation [Name of Recipient],

[Message]

Closing,

[Your Name]

[Title]