

<Type recipient's address here>

<address 1>

<address 2>

<address 3>

<address 4>

<address 5>

<post code>

<type date here>

Dear <type recipient's name here>

**<type heading here>**

<type your letter copy here>

<type your letter copy here>

Yours <XXXXXXXX>

<type sender's name here>

**<type sender's position here>**

FACULTY/DIRECTORATE or  
DEPARTMENT IN CAPS UP TO THREE  
LINES XXXXXXXXXXXXXXXXXXXXXXXX

Harcourt Hill Campus Oxford  
OX2 9AT UK

T +44 (0) 1865 48XXXX  
M +44 (0) 7XX XXXXXX  
F +44 (0) 1865 48XXXX  
xxxxxxxxxxxxx@brookes.ac.uk