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| --- | --- |
| KIT | Business Unit (Initials) | Street/POB | Town/City, Germany | Your Business UnitYour DivisionHead of Business Unit: Prof. Dr. J. Q. PublicSample Place11111 Anytown, GermanyPhone: 0721-608-xxxxxFax: 0721-608-xxxxxEmail: Yourfirstname.yourlastname@kit.eduWeb: www.musterOE.kit.eduOfficial in charge: Your first name and last nameOur reference: xxxxDate: xx. Monat 20xx |
| Mr. or Mrs.John or Jane Doe Sample Dept. Sample Company Sample Street 99999 Anytown |
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**Re: KIT\_Brief\_WORD-Vorlage\_farbig\_Eng\_KIT\_10-24.docx**

Yours sincerely,