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| --- | --- |
| KIT | Business Unit (Initials) | Street/POB | Town/City, Germany | Your Business Unit  Your Division  Head of Business Unit: Prof. Dr. J. Q. Public  Sample Place  11111 Anytown, Germany  Phone: 0721-608-xxxxx  Fax: 0721-608-xxxxx  Email: Yourfirstname.yourlastname@kit.edu  Web: www.musterOE.kit.edu  Official in charge: Your first name and last name  Our reference: xxxx  Date: xx. Monat 20xx |
| Mr. or Mrs.  John or Jane Doe  Sample Dept.  Sample Company  Sample Street  99999 Anytown |
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Yours sincerely,