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McGill

Office of
Admissions, Equality and Diversity
of the Faculty of Medicine

Le Bureau des
admissions, de l'équité et de la diversité
de la Faculté de médecine

Date

Address

1234 Destination
City, Province
Postal COde

Salutation,

The body of the letter goes here, one space below the salutation. In order to maintain a consistent image, it is important that the left margin of the letter align with the indicated reference points on the printed letterhead.

Another important consideration is the width of the letter which should not extend beyond the area indicated.

Following these guidelines will enhance the overall uniformity, balance and visual clarity of the letterhead and its information.

Closing,

Name of Signatory

Title

Meredith Annex
3708 Peel Street
Montreal, Quebec, Canada H3A 1W9

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COLUMN 1
English address

COLUMN 2
French address

COLUMN 3
Bilingual information