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de l'environnement**

Roland Smith
*William Marley Professor
Professeur William Marley*

Date

Address
1234 Destination
City, Province
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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

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