From the Desk of _____

Date _____

Dear _____,

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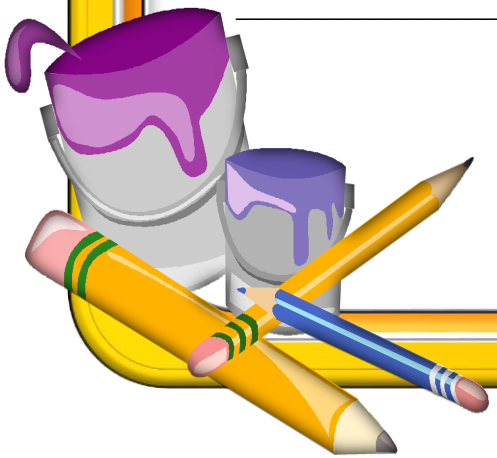
From,