

Prof. Walter Daems  
Senior Lecturer

Faculty of Applied Engineering  
CoSys-Lab

Campus Groenenborger  
Groenenborgerlaan 171  
B-2020 Antwerpen  
BELGIUM

E walter.daems@uantwerpen.be  
T +32 3 265 98 43  
M +32 499 355 115

FTI - U.301 – Groenenborgerlaan 171, 2020 Antwerpen, BELGIUM

Prof. B. Bonette  
Mumford University  
450 Morning Mall  
Mumford, DX 94305-2004  
USA

DATE

January 3, 2016

SUBJECT

Congratulations for online video lectures

Dear Prof. Bonette,

I'd like to congratulate you and the other professors of your university on the very instructive video lectures provided by your University. They are valued very highly.

You inspired many a professor at our university to provide more technical content beyond classical paper courses. Based on your inspiring lectures, some students desire to candidate themselves for taking an internship at your university. You can find their details enclosed.

Below, you can find a few more paragraphs to illustrate that this class can generate multipage letters.

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Kind regards,

Prof. Walter Daems  
Senior Lecturer

CC: Prof. S. Mariotte, Mumford University

ENCL:

1. list of course numbers that are most frequently viewed at our university (1pp)
2. a list of students desiring to take an internship at Mumford University (2pp)