

Dear Mr. [Name],

I have received your letter of the 15th and am pleased to hear from you.

The information you provided is being reviewed and we will contact you again.

Thank you for your patience and understanding.

Sincerely,
[Name]

Enclosed for you are the documents you requested.

If you have any further questions, please do not hesitate to contact me.

Very truly yours,
[Name]

Yours faithfully,
[Name]