

March 16, 2014

Dear Mr. [Name],

Reference is made to your letter of [Date].

As requested, please find attached [Number] copies of [Document Name].

The information contained in the above documents is for your information only.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully,

[Signature]

Enclosure: [Number] copies as otherwise specified.

Reference: See request [Number]

Enclosure: [Number] copies as otherwise specified.

Yours faithfully,

[Signature]