

Dear Mr. [Name]

I have received your letter of the [Date] and am glad to hear from you. I am well and hope these few lines find you the same.

I have not had time to write you more fully, but I will do so as soon as I can.

I am, dear Mr. [Name], very truly yours,  
[Signature]

I am, dear Mr. [Name], very truly yours,  
[Signature]

I am, dear Mr. [Name], very truly yours,  
[Signature]

I am, dear Mr. [Name], very truly yours,  
[Signature]