

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

Thank you for sending the [name of item(s)]. I received [it/them] today, and will [examine/review] [it/them].

[Describe what will happen next with the material sent.] I will contact you by [deadline] to discuss [brief summary of what you will discuss].

If you have any questions or further information for me, please phone me at [your phone number]. I will talk to you soon.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]