

Full Block

Return Address
(letterhead or your
name & address)

Mr. Jones Davis Jr.
324 Dogwood Street
Brighton, CO 84333
202-344-3643
Jones.Davis@Hotmail.Com

Date

May 26, 2000

Inside Address
(Receiver's
name & address)

Mr. Don Fox
Sales Manager
The Fox Art Company
3423 Brown Street
Washington, WA 43454

Salutation

Dear Mr. Fox:

Body

A couple of weeks ago, I saw an advertisement about your paintings. I am interested in buying a couple of your pictures. Your artwork looks beautiful.

Could you send your catalogue with a list of prices for your paintings to the above address?

I am looking forward to receiving your information very soon!

Sincerely,

Closing

Mr. Jones Davis Jr.

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