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Dear Mr. [Name] [Address]

I have the pleasure to

acknowledge the receipt of your

letter of the [Date]

in relation to [Subject]

and in reply to inform you that



Dear Mr. [Name],

I am writing to you regarding the [Topic]

As you are aware, the [Topic] is currently under review.

I will be in touch with you again soon.

Thank you for your patience.

Yours faithfully,  
[Name]

[Signature]





Every day I am a student

and I am a student

of the world of knowledge

and I am a student

of the world of knowledge

and I am a student of the world of knowledge

and I am a student