

Letter _____

Dear Sir/ Madam,

I am writing in connection with a pair of gloves I left in your restaurant on 25 November.

I would be very grateful if you could send me the gloves to the address above. Please find enclosed a cheque for \$2.50 to cover postage.

I look forward to hearing from you soon. If you need any further information, please do not hesitate to get in touch.

_____,

Mr A.M.Case