

Letter _____

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I am writing in connection with your letter of 2 December 1999.

I am pleased to tell you that your gloves have been found. Unfortunately, company policy does not allow us to send such items through the post. I would be very pleased to hold onto the items until such a time as they could be collected, if that is convenient for you.

I look forward to hearing from you. If you need any further information, please do not hesitate to contact us.

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Mrs P. Cornish
Manager, The Hungry Dog