

Dear Mother  
I received your letter  
of the 10th and was  
glad to hear from  
you. I am well and  
hope these few lines  
will find you the same.  
I have not much news  
to write at present.  
The weather here is  
very pleasant now.  
I must close for this  
time. Write soon.  
Your affectionate son,  
John Smith

CHAUTAQUA COUNTY HISTORICAL SOCIETY 2013

Dear Mr. [Name] I have the pleasure to  
acknowledge the receipt of your letter of the  
[Date] and in reply to inform you that the  
same has been forwarded to the proper  
authorities for their consideration. I am  
sorry that I cannot give you a more  
definite answer at this time, but I  
will be glad to advise you again as soon  
as I hear from them. Very respectfully,  
[Signature]