

R. W. D. W. R.

My dear Mr. ...

I have the pleasure to inform you that the ...

The amount of the ...

...

- to drop with - and also see what (if any) you
 want to hold on engagement at 10/40 - Let us
 know the amount of each and we will open two of the out-
 you of "engagement etc" and "direct sales etc" -
 please give the name immediate attention we can
 during your dinner hour.

Yours truly,
 J. ...

My regards to ...
 J. ...