

May 10  
Dear Sir

Dear Sir  
I have the pleasure to inform you that the  
goods ordered by you are now ready for shipment.

The goods are packed in three cases, and will be  
sent by express to New York. They will arrive there  
on the 15th inst. and will be at your disposal  
at that time. I am, Sir, very respectfully,  
Your obedient servant,  
John J. [Name]

May 10<sup>th</sup> 5

Mr. [Name]  
Care of [Address]  
[City]

Dear Sir,  
We have a large  
stock of Extra #1 - 36" and  
Extra #4 - all that we will sell  
you at 50% below our list price  
delivered to you. They are splendid quality  
but our New York City has a  
good stock of all our samples to  
allow them out as they are in our  
way, if you want any please give us  
a prompt reply -

Yours truly,  
[Signature]

Attn: Sales Dept. for C. [Name] & Co.