

Dear Mr. [Name]

I have just received your letter of the 10th inst. regarding the proposed building. I am sorry that I cannot give you a more definite answer at this time. The location of the building is a matter of some importance and I will be glad to discuss it with you if you wish. I will be glad to see you at your convenience. I am, Sir, your obedient servant.

Yours truly,

Wm. H. [Name]