

Dear Sir,  
I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the above mentioned matter.

I am sorry to hear that you are unable to attend the meeting on the 15th inst. I will be glad to discuss the matter with you at any other time.

I am sure that you will find the enclosed report of interest. It contains a full and complete statement of the facts of the case.

I am, Sir, very respectfully,  
Yours truly,  
J. H. [Name]