

Dear Mr. [Name]

I have received your letter of the 15th and am glad to hear that you are well. I am also well and hope these few lines will find you all the same. I have not much news to write at present. The weather here is very pleasant now, after the winter we have had. I have been thinking of writing you for some time but have been so busy that I could not find time. I hope to hear from you again soon.

I have been thinking of you very much lately. I hope you are all happy and healthy. I have not much news to write at present. The weather here is very pleasant now, after the winter we have had. I have been thinking of writing you for some time but have been so busy that I could not find time. I hope to hear from you again soon.

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