## DANIEL'S PRACTICAL SHORTHAND

able-to handle difficult matters diplomatically. He-has a pleasing personality and enough magnetism to hold-the attention of-the prospective customer, qualities which are-so essential in-the-make-up of a good commercial traveler. We-believe you-will make-no-mistake in adding him to-your force of salesmen.

Yours-truly,

## Letter No. 18

MR. JOHN K. BLUE, Ogden, Utah.

Dear-Sir:--Your-letter-telegram of-the 28th was-duly received and-we answered as per-confirmation herewith.

We-regret exceedingly the delay in filling-your-order but assure-you it-was due-to circumstances entirely beyond our control. We-trust, however, that-no-time-will-be lost in transit and-that-the implements will reach you-in-time for-your exhibit at-the State Fair.

Trusting we may continue to enjoy-your patronage, we-remain,

Yours-very-truly,

## Letter No. 19

MR. J. A. TURNER, Nome, Ala ka Territory.

Dear-Sir:—We-are-sorry-to advise you-that-we-do-not manufacture regularly a machine of-the size called for-in your-letter of-the 12th. We-could, however, make one-toorder for-you-that-would-be practically the-same in every-respect, providing you-send-the proper measurements.

If-you desire-us-to proceed with-the manufacture of this machine, kindly send-us your specifications by-first mail, as-it would-in all probability require two-or-threeweeks to fill-the order.

Yours-very-truly,