**(You will insert fields 1 – 4 here)** Leave 4 blank lines here
Mt Tom Cherry
View Road
CARRAIGALINE
Co. Cork

Dear Mr Cherry **(You will insert field 5 here)**

Thank you for your enquiry regarding our new colour printers, which we advertised for sale last week.

I will be in the Cork are on Monday next. I will be willing to visit you at 11:30am **(You will insert field 6 here)** if you are available.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_
SALES MANAGER

**(You will insert fields 1 – 4 here)** Leave 4 blank lines here
Miss Mary Coffey
Rose Cottage
BALLINHASSIG
Co. Cork

Dear Miss Coffey **(You will insert field 5 here)**

Thank you for your enquiry regarding our new colour printers, which we advertised for sale last week.

I will be in the Cork are on Monday next. I will be willing to visit you at 12:00pm **(You will insert field 6 here)** if you are available.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_
SALES MANAGER

**(You will insert fields 1 – 4 here)** Leave 4 blank lines here
Mr Michael Clancy
Riverview Avenue
BANTRY
Co. Cork

Dear Mr Clancy **(You will insert field 5 here)**

Thank you for your enquiry regarding our new colour printers, which we advertised for sale last week.

I will be in the Cork are on Monday next. I will be willing to visit you at 12:30pm **(You will insert field 6 here)** if you are available.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_
SALES MANAGER

**(You will insert fields 1 – 4 here)** Leave 4 blank lines here
Mr Kevin Linehan
Willow Hill Park
BANDON
Co. Cork

Dear Mr Linehan **(You will insert field 5 here)**

Thank you for your enquiry regarding our new colour printers, which we advertised for sale last week.

I will be in the Cork are on Monday next. I will be willing to visit you at **(You will insert field 6 here)** if you are available.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_
SALES MANAGER