**(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