Dear Mr. <<cli>ent>>,

Please review the following report which reflects our time spent on beta-testing the cereal samples supplied by your company:

Date	Hours
< <date>></date>	< <hours>></hours>
Total:	 < <total>></total>

If there is a problem with this report, please call me at once so we can correct it.

Sincerely, Sasha Maroder Account Representative