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August 1, 1995

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Dear [recipient's name],

Missing Documents

Thank you for your letter of [date]. In it you mention [number] of enclosures:

1. [document name]
2. [document name]
3. [document name]

However, only the first document arrived with the letter. At this point I am unable to proceed with

[state project or service].

To reduce the delay further would you please fax the other documents to me on the above number.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]