

an "enquiry letter"

MELODY MODES LIMITED

designers and manufacturers of quality ladies fashions

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12 January 20..

Our ref: KPS/C3

The Manager,
Manor House Hotel,
Farnham Green,
Warnside, Upminster UE12.

Dear Sir,

We are currently seeking a venue for this year's sales convention, scheduled for July.

Please provide the undersigned with full information about the convention facilities which your hotel offers, and the charges for them. We expect upwards of 70 delegates.

Your early response will be appreciated.

Yours faithfully,



Sales Manager