M/s. Silverton Enterprises

78, Haddows Street

Nottingham NG76BP

Dear Sirs:

At the outset, we thank you very much for all the assistance you rendered to us when we were with you a couple of days in your town in connection with our proposal of setting up our business. It was indeed a great pleasure to be with you and taking all guidance and assistance that we were literally successful in paving basic infrastructure in setting up our business operations in your area. In all probability, our operations should get into full swing in a bout a fortnight’s time.

At this juncture, we request you to kindly visit us and let us have the pleasure of reciprocating our gesture. We are sure our mutual understanding and cooperation will go long way in promoting each other’s venture in their respective places and we look forward to your reciprocating spirit.

Thank you once gain,

Very truly yours