Dear*client name*

*Documentation Requested*

Please can you send us *documentation being requested.*

We are*state reason documentation is being requested.*

I look forward to hearing from you.

Thank you in advance.

Kind Regards,   
  
  
Clarissa Riordan.   
Administrative Services, Razormind.

"Razormind" is a trading name of Razormind Limited.

This Company is registered in the UK under company number 08097903.

Registered office: 7 Drayfields, Manchester, M437ET.

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