Dear client name

Documentation being requested

Thank you for your email of  Date requesting Documentation being requested.

I have pleasure in enclosingDocumentation being requested.

We look forward to hearing from you soon.

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.

Enc: Documentation attached.