{{p letter\_date\_insert}}

**{{ corp.name }}**

{{ president.pres\_address }}

{{p letter\_attn\_insert}}

Dear {{ president.pres\_salutation }}:

|  |  |
| --- | --- |
| **Re:** | **{{ corp.name }}** |
|  | **{{ re\_line }}** |

I am pleased to report that the above noted transactions have been completed on behalf of {{ corp.name }}{% if corp.name[-1:] != "." %}.{% endif %} I have enclosed my bill for payment.

If you have any questions, please feel free to call me.

{{p letter\_closing\_insert }}