# **Client Letters Log**

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| **Document Intention:** | Hold a log of all client letter reports to and from the client. |
| **Document Authors:** | Alfred Manville |
| **Document Version Date-Stamp:** | 23/03/2023 |
| **Document History (Contents):** | |
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# **Covering Letter and Requirements – 28th January 2023**

Stored in: 28-01-2023-CoveringAndRequirements.pdf

# **Current Product Description – 7th February 2023**

Stored in: 07-02-2023-ProductDescription.docx

# **Email to Mr Lancaster – 19th February 2023**

Stored in: 19-02-2023-Email1.pdf

# **Current Product Description – 4th March 2023**

Stored in: 04-03-2023-ProductDescription.docx

# **Email from Mr Lancaster – 20th March 2023**

Stored in: 20-03-2023-Email1-Response.pdf

# **Email to Mr Lancaster – 22nd March 2023**

Stored in: 22-03-2023-Email2.pdf

# **Email from Mr Lancaster – 23rd March 2023**

Stored in : 23-03-2023-Email2-Response.pdf