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| MUJTABA |
| Muhammad Mujtaba  32 Street, E-9, Islamabad  **1234 567890 1**  **contact@mujtaba.com**  mujtaba.com |

Mujtaba Corporation

(current date)

Ms. Patsy Richardson

123 Main Street

Winnipeg, Manitoba

R2B 5F2

Dear Ms. Richardson,

This letter is a confirmation of your request for a ticket to the Annual Fireman’s ball. Our corporation is happy to provide the ticket to you at **no cost**.

As you will note from the ticket, the ball is being held on **November 25th** at the **Norseman Inn** and will began promptly at 9 p.m. The famous band **Cappy’s Cap** will provide entertaining evening of dancing and comedy.

Thank you for allowing our company to be of service to you.

Warm regards,

Muhammad Mujtaba  
CEO