

[Print or

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Re: <<Company etc.>>

<<STRICTLY PRIVATE AND CONFIDENTIAL>>

Dear <<SIR/MADAM>>,

Please find herewith information re <<Project/Company etc.>>. This information and all enclosures have been provided for the sole purpose of your <<evaluation/consideration for purchase/analysis etc.>>.

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The contents are for your eyes only and should not be made or third parties shown this information without our written consent.

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We should be grateful if you would confirm the receipt and confidentiality of this information by signing and returning the enclosed copy.

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Yours sincerely

<<Name>>
<<Title>>

Encl: <<Memo>>

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