**(You will insert fields 1 – 4 here)** Leave 4 blank lines here  
  
  
  
  
Dear **(You will insert field 5 here)**

Thank you for your enquiry regarding our new colour printers, which we advertised for sale last week.

I will be in the Cork are on Monday next. I will be willing to visit you at **(You will insert field 6 here)** if you are available.

Yours faithfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
SALES MANAGER