

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E
A D D R E S S L I N E 1
A D D R E S S L I N E 2
C I T Y , S T A T E Z I P C O D E

Re: Cable Regulation

Dear :

Enclosed herewith please find the Resolution which was supposed to be in my other letter to you even dated herewith. I found these late Friday evening. Apparently, my secretary failed to enclose them with the other letter as I told her.

Some days you simply can not win for losing. I appreciate your patience and understanding.

Sincerely,

By:

/
Enclosure