

12-11-1911

Dear Mr. [Name],

I have received your letter of the 10th inst. regarding the matter of [Topic]. I am sorry that I cannot give you a more definite answer at this time, but the situation is somewhat complicated. I will do my best to resolve the matter as quickly as possible.

I am sure that you will understand the need for a thorough review of the situation. I will contact you again once a final decision has been reached.