

# Company to Company

A task-based approach to business emails, letters and faxes

Fax: Sheet 1 of 3

From: Tim  
Sent: Tuesday, August 10, 2004 10:07am  
To: Manager  
Subject: RE: Communication

I'm interested in

With regards to your letter dated

It be possible to meet...

From: Tim Sent: Tuesday, August 10, 2004 10:07am To: Manager Subject: RE: Communication

Please could you send me...

Kind regards...

**Student's Book**  
Fourth Edition

Andrew Littlejohn

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