**Swift Courier Services**

 Box 1907

Outlandia

87690

30 June 2014

«Title» «FirstName» «Surname»

«Address»

«City»

«Postcode»

Dear «Title» «Surname»

Regarding your request to use our transport to «Destination»:

We would like to thank you for your request and a pricing structure for the various options you have requested will be on its way to you shortly. The cost will approximately be «Cost».

Thanking you for your participation in our endeavour.

Kind regards

«Contact»