

I have the honor to acknowledge the receipt of your letter of the 14th inst. in relation to the above mentioned matter. I am sorry to hear that you are unable to attend to the business of the office at present. I will endeavor to do all in my power to expedite the same. I am, Sir, very respectfully,  
 Your obedient servant,  
 J. M. [Signature]

Received of [Name] the sum of [Amount] Dollars for [Purpose] this [Date] 18[Year].  
 [Signature]  
 [Signature]