

I have the honor to acknowledge the receipt of your letter of the 17th inst. in relation to the above mentioned matter. I am sorry to hear that you are not satisfied with the result of the proceedings. I will endeavor to do all in my power to rectify the same. I am, Sir, very respectfully,  
 Your obedient servant,  
 J. M. [Name]

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

