

I have been thinking of this  
 matter for some time  
 and I am now at length  
 prepared to write you  
 on this subject.

I am glad to hear from  
 you and I hope you  
 are well. I am at present  
 in the city and I  
 shall be home again  
 in a few days. I  
 shall then be glad to  
 see you and to talk  
 over with you the  
 various matters which  
 I have mentioned to  
 you in my last letter.

Yours truly  
 J. J. [Name]  
 [Address]  
 [City]