

The first thing I did was to  
 go to the office and see  
 what was going on. I found  
 everything in a state of  
 confusion. The papers were  
 all over the place and  
 I had to spend some time  
 before I could get any  
 work done. I was very  
 busy and had to be  
 very careful not to  
 make any mistakes. I  
 was very tired and  
 I had to go to bed  
 very early. I was  
 very happy to see  
 you and I hope you  
 are well. I will write  
 to you again soon.

Yours affectionately,  
 J. Smith

Received of  
 J. Smith  
 the sum of  
 £100  
 on account of  
 the above  
 mentioned  
 account

I have the pleasure to  
 inform you that the  
 same has been  
 paid to you. I am  
 very glad to hear  
 that you are well  
 and hope you will  
 continue to be so.  
 I will write to you  
 again soon.

Yours truly,  
 J. A. M.