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To:

Managing Director
All in One Solutions

Florida

May 12, 2012

Dear Sir,

On behalf of (Hotel Tipton), kindly accept our sincere apologies for not being able to (provide you the high standard of hospitality which is the general norm of our hotel). We genuinely regret the inconvenience caused to you because of this. As a gesture of good will, we request you to kindly accept a (free stay for two days).

I am sure you would pardon the mistake on our part this time and would continue your business association with us.

We reassure you of our co-operation and look forward to a more positive association with you in the future as well.

Thanking You,

Yours Sincerely,

Steve Smith

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