

To whom it may concern:

My name is Edward Miller. I stayed at your hotel with my family March 8-12, 2013. We had a lovely stay, but I recently learned that my six-year-old son took the alarm clock from our hotel room with him when we left.

I apologize for my son's actions. He is quite chagrined. I would like to know what address I should mail the alarm clock back to. Please let me know the preferred address, and I will send the clock (and my son's letter of apology) as soon as possible.

Sincerely,

Edward Miller

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