

Letter of Sympathy and Encouragement

From,
Lorenzo S Volpe
3970 Haymond Rocks Road,
Cambridge, USA

Date: 23 July 2020

To,
Claude R Davis,
4385 Biddie Lane,
Bowling Green.

Dear Claude,

I have been monitoring your work for a while. I also went through the detailed report that you submitted. I must say that there has been a massive improvement in you, and I am very happy for you.

You know that I have your best interest at heart, which is why I wanted to inform you that you can do better. We have great expectations from you, and I hope you find your balance again.

If you need any help, you are most welcome to contact me. Keep up the excellent work!

Best Regards,

Lorenzo

