

Форма сообщения о праздничных и выходных днях

1 From: <company_name>
2 <nmc_name>
3
4 Address: <nmc_address>
5 Phone: <nmc_phone>
6 Fax: <nmc_fax>
7 E-mail: <nmc_e-mail>
8
9 Our ref. No: <reference_no>
10 Date: <doc_date>
11
12 To:
13 <company1_name> [, e-mail: <_e-mail>] [, fax: <_fax>]
14 <company2_name> [, e-mail: <_e-mail>] [, fax: <_fax>]
15 ...
16 <companyN_name> [, e-mail: <_e-mail>] [, fax: <_fax>]
17
18 Subject: advice of holidays.
19
20 Holiday: <date1>, <date2>, ...<dateN>
21
22 If there is any question, please contact NMC.
23
24 Best regards,
25 <holiday_nmc_name>
26 Phone: <holiday_nmc_phone>
27 Fax: <holiday_nmc_fax>
28 E-mail: <holiday_nmc_e-mail>