

Форма сообщения о переходе на зимнее и летнее время

1 <company_name>
2
3 Address: <company_address>
4 Phone: <company_phone>
5 Fax: <company_fax>
6 E-mail: <company_e-mail>
7
8 Our ref. No: <reference_no>
9 Date: <doc_date>
10
11 To:
12 <company1_name> [, e-mail: <_e-mail>] [, fax: <_fax>]
13 <company2_name> [, e-mail: <_e-mail>] [, fax: <_fax>]
14 ...
15 <companyN_name> [, e-mail: <_e-mail>] [, fax: <_fax>]
16
17 Subject: advice of transition to <winter time>.
18 <winter time> is: GMT + <time>
19
20 Date of transition: <proposed date> at <time> GMT
21
22 Thank you in advance for your prompt confirmation/comments.
23 Best regards,
24
25 <ncu_name>
26 <Title>
27 Phone: <phone>
28 Fax: <fax>
29 E-mail: <e-mail>
30
31 Prepared by <name>
32 Phone: <phone>
33 Fax: <fax>
34 E-mail: <e-mail>