

[Usuku]
[Igama lakho]
[Ikheli lakho]
[Idolobha/Isifunda]
[Ikhodi ye-zip]
[Igama lesamukeli]
[Isikhundla/Umsebenzi]
[Igama lenkampani/umzila]
[Ikheli lenkampani/umzila]
[Idolobha/Isifunda]
[Ikhodi ye-zip]
Sawubona [Igama lesamukeli],
Ngiyabhalela ukukwazisa [ubhuge/umnotho/ithimba] [izizathu ezihlukene]...
[Isigaba esilandelayo, uhlinzeke ngemibono ebalulekile, izizathu, noma izimvo].
Ngiyacela ukuthi ungithinte noma kunini uma kudingeka, futhi ngibheke phambili ekutholeni impendulo yakho.
Ngiyabonga,
[Igama lakho]
[Isikhundla]
[Inombolo yocingo]
[Imeyili]