

Imperial Tobacco Limited/Limitée



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Miss Terri Harwood
British American Tobacco
Millbank, Knowle Green
Staines TW18 1DY

August 18, 1992

Dear Terri:

As requested, I have sent you a monthly version of the Quarterly Report you normally receive, and it has information going back to January 1991.

In the future, this Monthly/Quarterly Report will indicate each month's sales within the current quarter.

As this report cannot physically be issued prior to the 10th of the month, I will also send you monthly, the second report that I have attached called *I.T.L. Domestic Cigarettes*.

This report contains "own" sales only and will be facsimiled to you within the first week of each month.

I hope this answers your information needs. If not, or if you have any questions, do not hesitate to call me.

As a final note, would you contact your colleague, Trevor R. Bates, who also gets a copy of the Quarterly Report, to see if this new format is acceptable to him.

Sincerely,

Mary Rioux
Market Information Analyst

MR/ab

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