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We have completed the proofreading you asked for. Please find attached two versions of each document. One is the tracked version, showing all the changes our proofreader has made. You can use the tracking function of Word to accept or reject each change individually. The second is the clean version, which you can use if you do not wish to review the changes we have made. Please note there may be some comments from the proofreader in both versions.

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Yours sincerely

Emma Taylor