|  |  |
| --- | --- |
|  | **Adventure Works Cycles,**  2992, Aerial Center, Hi-Way,  NC – 282882. |

To

Employee ID:

,

Dear ,

We appreciate you for the sales done in your products. All orders placed for your concerned customers have been shipped. Below given are the details for the sales report in the past 4 months.

Sincerely,

**Adventure Works Cycles.**

#SectionBreak#