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

To

Employee ID:

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Dear ,

We appreciate you for the sales done in your products. All orders placed for your concerned customers have been shipped. If you have anything that requires our attention, please feel free to contact us.

Sincerely,

**Adventure Works Cycles.**

#SectionBreak#