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| Recipient Name  5678 Mountain Drive  Denver, CO 12345 |  |  | October 1, 20XX |
| Dear Recipient Name  We are pleased to inform you that your recent order has been processed and is now ready for shipment. You can expect to receive your order within 3-5 business days.  Thank you for choosing HLP Manufacturing Inc for your business needs. We appreciate your patronage and look forward to serving you in the future.  Sincerely,  Carlota Melgar | | | |