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

To

«LastName»,

Employee ID: ,

«Address»,

«City»,

«Country»,

Extension: .

Dear ,

We appreciate you for the sales done in your products. All orders placed for your concerned customers have been shipped.

Sincerely,

**Adventure Works Cycles.**