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

To

«FirstName» «LastName»

Employee ID: «EmployeeID»

«Address» «City», «Country»

Dear «FirstName»,

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 of the orders shipped.

Customer: ----------------------------------------------------------------------- -----

Alfreds Futterkiste

Berlin, Germany

Order: ---------------------------------------------------------------------------

Order Date: 1/15/1998

Shipped Date: 1/21/1998

Required Date: 2/12/1998

Sincerely,

**Adventure Works Cycles.**

«EndGroup:Employees»