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| --- | --- |
|  | **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 of the orders shipped.

Customer: «ContactName»----------------------------------------------------------------------- -----

,

Order «OrderID»---------------------------------------------------------------------------

Order Date:

Shipped Date:

Required Date:

Sincerely,

**Adventure Works Cycles.**