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|  | HLP Manufacturing Inc.Suite 300Ft. Lauderdale, FL | **Phone:****Fax:****Email:****Website:** | 989-555-0191989-555-0192carlota@example.comwww.example.com |
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| Recipient Name5678 Mountain DriveDenver, CO 12345 |  |  | October 1, 20XX |
| Dear Recipient NameWe 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 |