Jane Doe  
1234 Fleetwood Mac Lane  
Anchorage, AK 99501

Dear Mrs. Doe,

Please send me some chocolate and pastries so that I can eat them! I would appreciate it very much. I hope this letter finds you well. We appreciate all the past chocolates you have given us in the past. They have made a big difference in helping make our workday better.

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Thank you so much,

Monica Terrones