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Sabrina Huang
52 East Dana Parkway
Wilmington, DE 19802

Dear Ms. Huang:

Enclosed you will find my appraisal of your reggae collection. Please note that you also included some classic rock albums. I've included a separate bid for those titles, as well as a bid for the combined collections.

I enjoyed our conversation about gospel music of the 1950s. Please let me know if you are looking for more albums from that era. You can see our complete gospel collection online at www.villariorecords.cengage.com.

Sincerely yours,

Your Name Here
Purchasing Manager

your initials here
Enclosure