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| Nancy DavolioChief Procurement Officer |
| 555-543-5432www.acmeinc.com5432 Street West, Townsvilla, State 54321 |  |



Dear Mark,

The first shipment of equipment from AMA Ltd has arrived. We are delighted with every piece. Therefore, we decided to make our initial purchase larger than anticipated. I am attaching our purchase order No. 8393 for additional goods.

Since you already have a copy of our Procurement Guidelines, I shall not attach them to this order. Please inform me of shipping dates.

Sincerely,

Nancy Davolio,

Chief Procurement Officer