

**Nortwind Traders**  
**123 Main Street**  
**Anywhere, Earth**

Alex Smith  
456 Green Road\nSomewhere, Earth

18 May 2024

Dear Alex Smith,

Thank you for your purchase. Your credit card has been charged \$321.00. Please let us know if you have any questions regarding this purchase.

We value you as a customer.

Sincerely,

Northwind Traders