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Dear Marc:

The party last week was a huge success! Everyone had a fantastic time, and could not stop talking about you. Several people have asked me how to contact you. If you have business cards, please drop some in the mail to me.

Enclosed is our check for (remainder of fee) and a small tip to show our appreciation for a great job. Thank you so much for entertaining my attorneys and staff!

Sincerely,

*Dianne*

Dianne L. Ebner