Steven Lopez,

EDCET & Co.,

May 04 1989

Mr. Mark Philips,

Manager,

EDCET & Co.,

Utah, USA

Dear Mr. Philips,

I have successfully dispatched the necessary documentation requested by the ARIHAM International Representative yesterday. I am glad to inform you that my team has worked overtime to finish the schedule on time.

Since the dispatch has been prompt, I take the opportunity to propose to you to allow me and my team to take an off from work tomorrow. We have planned a small success party at my place and you are cordially invited for it. This is just to boost the spirits of my colleagues who have given more than their capacity this time and have exceeded my expectations.

I hope you accept my request and allow us to take some time off on 05 May 1989.

Thanks and regards,

Steven Lopez,

Project Manager