Mr. Mark Hackman

Howard Lake, MN 55349

July 26, 2010

Ms. Hillary Moore

President

Great Scents, Co.

MN 55349

Dear Ms. Moore,

Allow this letter to convey my sincerest apologies for the unpleasant incident involving me that took place last week.  The incident was truly unintended and happened only because I was not able to concentrate on my work at the time.  I had just received news that my mother was rushed to the hospital due to a heart attack and I unintentionally entered your office and used your phone to call her.  I was not in the right mind at the time.

Please accept my apologies.  I have been working in the company for ten years now and I have a maintained a good record.  This is the first time that I have committed a violation to company regulations and I assure you that it will not happen again.  I will submit myself to due process for the violation.

I hope for your kind consideration.

Respectfully,

Mark Hackman