August 6, 2010

Mr. Ralph Harris

General Manager

Clip & Paper Office Supplies

Dear Mr. Harris:

This is to inform you that we are cancelling our order of 100 boxes of bond paper due to the late delivery of our current order of 100 boxes of pens. We understand that your business is still new in the industry. However, we cannot afford to adjust to your own short comings as we are also maintaining a name in the industry. Any delay on your part may cause losses on our business.

We are really sorry that we have to cut our business ties this short.

We wish you success in the future endeavors of your business.

Regards,

Kate Martin

Procurement Officer

Citibank, Inc.