

September 16th, 2004

Sr. Graphic Designer and Writer
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Dear Mr. Jenkins,

The purpose of this letter is to clear up problems with our recent order (rec` September 15th, 2004) via the printing plant in Chicago.

Our print order should have been marketing brochures of Teradon's New "Multimedia Integrated Video Systems". What we received were brochures of a Ballet Studio in Hampshire, NY (see sample attached).

Though the CEOs of the companies we are marketing to, would appreciate these wonderful printed brochures, we would be missing our mark, and I am sure you would agree.

We wait for instructions on what to do with the 25000 Ballet Brochures, and when do you think we would be receiving our Multimedia Integrated Video Systems brochures?

We look forward to your reply.

Yours Sincerely

Sr. Graphic Designer and Writer
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