

Company Name

Address

City, State/Province Zip/Postal Code

Telephone • Fax

June 7, 1993

Rocky Larson

InfoBus Data Corporation

4200 Third Avenue, Suite 100

Anytown, WA 98999

Dear Rocky Larson:

Please cancel our order number 9999, dated May 6, 1993, for three laser printers. We regret that we are unable to wait for the delayed shipment from the manufacturer.

We understand that this delay was not your fault. We will keep you in mind for similar requirements that we may have in the future.

Sincerely,

Lou Picard