

Return address: 1 Great America Pkwy, Gurnee, IL 60031.

Date:

04/17/2022

Response—Re: Cancellation of Order

Delivery: Room 410,Jianqi Building,No.5,
Wenming Road,Nancun Town,Panyu District,
Guangzhou,Guangdong,China.

Recipient Note: Confidential

Salutations: Dear Bingo Inflatables,

Introduction: We hope that you have received our order No. 0001345 dated 01/17/2022 for the supply of fifty(50) Alien inflatables to be supplied to us on or before 15th March 2022.

Body: We regret to inform you that have neither executed the order within the agreed date nor informed us of the inability to execute the order. We have therefore decided to cancel the order for your failure to execute the order.

Conclusion We, therefore request that you kindly treat our order as canceled as we will be refusing the goods if delivered, because of the order cancellation.

Close: Sincerely,

Signature Line: Konrad Gibas

Preparation Line: N/A

Enclosures: N/A

CC: Dr. Anastasia

Contact info:

555-555-5555

k_gibas1@mail.harpercollege.edu