

May, 2000

Don Kilbourne
Office Depot

Dear Mr. Kilborne:

This letter will serve as official notice to give you the authorization to cancel the following store purchasing cards.

Judy Thompson
Lisa Ireland

This should leave store purchasing cards for only the following persons:

Ashley Turnipseed
Erich Howard
Cora Gee

If there are any other names on this account, please cancel them as well.

Thank you for your assistance.

Sincerely,

Ashley Turnipseed
Accounting Administrator