



Date:

Dear

As a manufacturing business whose sales are dependent on outside distribution sources, it is important for us to identify distributors who have a passion and drive for selling the Total Door Line. In order to centralize our sales efforts I have recently requested a review of open Total Door Distributors from our local Sales Reps. After painstakingly evaluating the numbers we have decided to cancel our Distribution Agreement authorizing you to sell our product. Although I appreciate your efforts since becoming a Total Door Distributor, I feel the results in the sales of our product line are not contributing to the value of either company.

I would be happy to honor any open commitments you currently have for our products. However, to avoid prolonging the termination date for an indefinite period, I would request you submit an Open Project List (including project name, number of doors, and door types) within seven days. You will then have (30) days to submit a purchase order so all open Total Door projects can be processed and scheduled for production.

Best wishes for all of your future business endeavors.

Sincerely,

Patricia Yulkowski
CEO