

Dear Mr. Burke:

Thank you for taking time out of your schedule yesterday to meet with me regarding the last-minute changes to our order of whirly-gigs. I appreciate the efforts you are making on our behalf.

Can you keep me posted as to the progress of this order? You can just drop me an email at pbunson@whirlygigsinc.com, or if there is a problem call me direct at 555-1324.

Thanks again for your accommodation. If all goes well, I anticipate a second order within 90 days.

Sincerely,