Today’s date

Ms. Jacqueline Mendez, Vice President

Creative Cartoons, Ltd

21 Stephen Street

WIP 2LN London

England

As you know, the 2010 International Merchandising Trade show will be held at the Grand-Milan Hotel in Milan, Italy on December 9. All five of our offices will be represented at the show.

As we discussed at our last meeting, we will rent a booth to display Creative Cartoon’s merchandising program. A breakdown of the costs for Booth A, the booth size you suggested, is shown below. Since each office must approve the cost, I have provided the rates in several currencies so that the costs can be understood by all participants.

{insert table here}

If you have any questions regarding the fees, please feel free to call me.