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**REFERENCE:**           **Facility Shutdown**  
                          **November 24 through November 28**  
                          **December 22 through December 26**

**DATE:**                 **October 28, 2008**

To Whom It May Concern:

Due to the general business circumstances that face all of us in the coming months TriMark Corporation has decided to shutdown the New Hampton facility the weeks of November 24, 2008 and December 22, 2008. These weeks encompass our Thanksgiving and Christmas holidays. This shutdown includes all personnel at this facility.

We intend to keep in close contact with you regarding your product needs for these weeks and the week following these two shutdowns. It is, as always, paramount that we keep your facilities stocked with product during these weeks.

Please contact your customer service representative or the undersigned with any questions you might have regarding this shutdown and its potential affect on your business.

With regards,

A handwritten signature in black ink that reads 'Thomas E. Bailey' in a cursive script.

Thomas E. Bailey  
Director of Sales  
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