



ITM

Interactive Training Media, Inc.

October 18, 2000

2625 Mitcham Drive • Tallahassee, FL 32308

Department of State P. 950.877.5860 • F. 950.877.7936 • <http://www.itm-info.com>

Division of Corporations  
409 East Gaines Street  
Tallahassee, Florida 32399

Dear Sir,

In today's mail, our office received a "Notice of Administrative Dissolution or Revocation" packet. I apologize for not having filed our annual report earlier, but I have not received any of the notices referred to in the packet.

There could be a number of reasons for our failure to receive the information from your office. First, when we initially moved into our current building, the post office issued our address as 2629 Mitcham Drive (see top of this letterhead). We printed letterhead, notified customers, etc., only to have to change the information to 2625 Mitcham Drive. Additionally, when we moved from our prior location, we were not allowed to file forwarding information with the post office due to the fact that the building was not divided into suite numbers and all the mail for the other businesses in the building would have been forwarded to us.

Finally, let me notify you that I am a rather new employee with ITM and I take my position very seriously. I am responsible for opening the mail and for filing reports such as this one. If I had received any notice of a report due, I would have immediately begun to file the report and sent it to you, along with the fee.

Enclosed you will find our check number 3287. This represents our fee for maintaining our status as a corporation. Please consider the information in this letter and remove the reinstatement fee and any other associated fees and penalties from our account. You can be assured that we did not receive the notices and that I will place this on our company calendar for the future.

Please feel free to call me if you have any questions regarding this matter. I will come and meet with you at your offices, if that would be beneficial.

Sincerely,

Dixey Mayo  
Director of Operations

James A. Gilpin  
President

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