

October 20,2025

Dear Sir/Madamme:,

I regret to inform you that we will waive our right to serve item number(s)

Item No.	Description
5	Graphite pencil 12B

of your PO#PO-STF-2025-08-0582 for the reason that the stock is not available.

We are sorry for the inconvenience we have given your office and hope to serve your needs again with our available stocks.

Name of Supplier: N.N. ALCALA STORE

(Printed Name and Signature):  **DIVINA I. LIBARDO**