



February 24, 2022

To Our Valued Customer:

In efforts to improve our current service position, it is necessary for us to make the following adjustments:

Effective immediately Sylvamo will be not be accepting new orders for both Commodity, Commodity Recycled and Multipurpose sizes within Private Label, Brands, and Generic White Box. We will reevaluate in 90 days. Affected sizes below:

- All 3-hole punch
- All 14"
- All 17"

We will look to fulfill existing orders with the inventory we have on hand and any remaining orders will be cancelled.

If you have any questions regarding these changes, please contact your sales representative. We appreciate your business.

Sincerely,

James L. Halley
Director of Sales
Imaging Papers