# ALX International

1 Allied Plaza, Concord, MA 60121

December 12, 2008

Elisabeth Stanoch, President

Trans Cultural Training, Inc.

245 W. 6th St.

Virginia Beach, VA 12020

Dear Elisabeth,

Thank you for agreeing to conduct a cross-cultural training seminar for Robert and Lisa Lord. As we have discussed on the phone today, you can choose your own format, content, and delivery methods. Per our earlier agreement, the seminar should be no longer than 2 days.

Robert has accepted a two-year assignment as a head of ALX International’s Eastern European Headquarters in Warsaw, Poland. Robert and Lisa will be leaving for Warsaw in two months. The East European Headquarters has over 50 employees in six departments. Four of them are U.S. citizens. Robert will be traveling 30-40% of his time, mainly to Hungary, Russia, and Ukraine.

Please send us your proposed seminar plan. After we receive it, we should be able to get a final approval and sign the contract in less than two days.

Looking forward to hearing from you soon.

Sincerely,

M. Selmer

Mary Semler

International Relocation and Training