

American Express
P.O. Box 297800
Ft. Lauderdale FL 33329-7800



www.americanexpress.com

February 28, 2022

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Lips Inc.
 Lips Inc.
6323 W. Saginaw Hwy. Ste. E.
Lansing, MI 48917-4725

Merchant Number: 121-258-067-4

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Dear Business Owner or Manager:

We're writing to advise you that, after a recent review of your Merchant Account, 121-258-067-4, we have cancelled your Merchant Account as of the date of this letter. You may receive a final statement, which will reflect any final adjustments.

If you believe your Merchant Account has been cancelled in error or if you have any questions, please call us at 1-800-528-5200. We're available Monday-Friday between 8:00 am and 8:00 pm Eastern Time.

Otherwise, please follow the instructions below to ensure your Merchant Account is closed properly:

- Submit your final transactions to us as soon as possible so these transactions will not be lost.
- Contact your terminal provider and/or processor and ask to have your American Express Merchant Number deleted from the terminal. If a new American Express Charge is submitted through your terminal, it could inadvertently reinstate your Merchant Account.
- Please remove all American Express signage and decals from your place of business.

Thank you for the opportunity to work with your company, and we hope to work with you again in the future to help you achieve your business goals.

Sincerely,

American Express Merchant Servicing

Note: Capitalized terms are defined in the glossary section of the Merchant Regulations-US which can be found online at americanexpress.com/merchantpolicy.