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**SHERATTE, CALEB & Co.**  
SOLICITORS

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Our Ref: SM/mg/K448001

Ms N. Kloster Kotter Dit Rawe  
3 Jefferson House  
11 Basil Street  
London SW3 1AX

16 January 2004

Dear Ms Kloster Kotter Dit Rawe

**Re: Your Service Charge Matter**

Further to your attendance at my office on 14 January 2004 when you requested that I send copies of various letters to Messrs CKFT, Solicitors. Your instructions were clear in that you do not wish for this firm to act for you in respect of the substantive action which relates to Service Charges. You merely wanted me to write to Messrs CKFT, Solicitors enclosing copies of a number of documents in order to ensure that they are received.

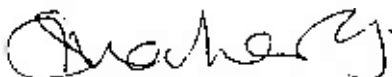
I can confirm that I have now written to Messrs CKFT, Solicitors, enclosing the documents that you provided me with and I enclose herewith a copy of my covering letter, together with all the enclosures which were sent for your attention. I can also confirm that I have kept a copy of my covering letter and enclosures in your file.

As requested, I have also informed Messrs CKFT, Solicitors to contact you directly in order to confirm receipt of all the documents, unless any of the documents described are missing. In that case, I have asked that they contact me so that I can then provide them with a further copy.

I can also confirm that we are in receipt of £50 in respect of these services, and if I do not receive any further instructions from you within fourteen days, it will be my intention to close your file.

If you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely



Ms S. Maharaj  
Sheratte Caleb & Co.

Partners: DAVID A. CALEB, LL.B. (HONS.), Ms. KISHOREE KOTTECHA-PAU, LL.B. (HONS.), MAQSOOD ANWAR, LL.B. (HONS.)  
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IN ASSOCIATION WITH  
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