

Our ref: AS/17/LAD8/4
Your ref:

Direct tel: 020 7317 8756
Direct fax: 020 7317 8750
e-mail: asalim@ckft.com

Ms N K-Dit-Rawé
3 Jefferson House
11 Basil Street
London
SW3 1AX

27 January 2004

Dear Madam

Our Client: Steel Services Limited
Re: Flat 3 Jefferson House

We are in receipt of correspondence dated 16 January 2004 from Messrs Sheratte, Caleb & Co. (copy enclosed). We have since contacted them and have been informed that all queries should be addressed to you direct.

We have now located two of your letters dated 19th December 2003 attaching two cheques, one in the sum of £264.04 and the other in the sum of £4,095.78. We have no record of receiving any further correspondence from you since that date.

The cheques have not been presented for payment as a result of those matters raised in your correspondence. We are considering our position in relation to our agreement (and your apparent disagreement) with your solicitors and are also taking instructions in relation to the issue of interest. Furthermore, we are considering whether the time for acceptance of the offer had lapsed.

Until such time as the matter is resolved, the cheques will not be presented unless we have your confirmation that they may be presented as a payment on account pending resolution of the matter.

In the meantime, could you please confirm whether you are now acting in person for the purpose of the court proceedings and whether a Notice of Acting in Person has been filed.

Yours faithfully



CKFT

enc

CKFT Solicitors
25-26 Hampstead High Street
London NW3 1QA

Ms N Klosterkotter-Dit-Rawé
3 Jefferson House
11 Basil Street
London SW3 1AX

(By special delivery on 16 February)

Ref: Steel Services - WL 203 537

16 February 2004

Dear Sirs

I refer to your letter of 27 January 2004.

I am most concerned that correspondence sent to you by 'special delivery' seems to be going astray in your office.

My letter to you of 19 December 2003 specifically stated that you contact me directly. You have already been provided with a copy of the Notice of Acting in person. This was sent to you by 'recorded delivery'. I enclose another copy for your file¹.

It is now nearly 3 weeks since your letter and I am anxious to resolve this matter as soon as possible. I would be grateful if you would revert with your client's instructions within 7 days.

I reserve the right to produce this correspondence to the Court in the event of protracted delay.

Yours sincerely


Noëlle Klosterkotter-Dit-Rawé

Royal Mail
specialdelivery

guaranteed by 12 noon next day

to Name: CKFT solicitors
Address: 25-26 Hampstead High Street
London
Postcode: NW3 1QA

Moneyback guarantee for delay. You can claim compensation of up to £250 for lost or damaged items.

● Tick if you want a higher than standard compensation limit (this costs more).
Tick one level: Up to £1,000 Up to £2,500

● Write your address below.

● Hand this label and your package in at a Post Office® branch.

Ref: ZU 1076 1027 3GB

¹ Notice of Acting in person, dated 31 January 2004