

MARTIN RUSSELL JONES

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CHARTERED SURVEYORS

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To all Lessees
Jefferson House
Basil Street
London SW1

Our Ref: JH/MAN

20th August 2002

Dear Lessee

Re: Refurbishment of Jefferson House

LIAR!

We write that pursuant to the Landlord and Tenant Act notice forwarded to you on 15th July 2002 and would inform you that we have not received any significant comments from tenants in relation thereto within the prescribed time limit.

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Consequently our clients, Steele Services are intending to instruct Messrs Killby & Gayford to undertake the work.

If you have not already made payment then we would request that this is done as quickly as possible and by 16th September so that the funds are in hand to cover the cost of the work. Instructions need to be passed to the contractors as soon as possible so that works can start in early October.

Yours sincerely


JOAN HATHAWAY BSc MRICS
for Martin Russell Jones