

# MARTIN RUSSELL JONES

5 Watford Way,  
Hendon Central,  
London, NW4 3JL

CHARTERED SURVEYORS

Management Department  
Telephone: 020 - 8202 3858  
Fax: No: 020 - 8202 9513  
e.mail: management@m-r-j.co.uk

Ms N Dit-Rawe  
Flat 3 - Jefferson House  
11 Basil Street  
LONDON SW3 1AX

Our Ref: JH/PMR

20 September 2002

Dear MS Dit-Rawe

**Flat 3 - - Jefferson House  
Major Works**

We recently wrote to you to remind you that payment in respect of the major building work was required by 16 September 2002.

We regret to note from our records that we have not received payment from you.

As other lessees have paid their contribution, and it is intended to start work during October, we have to require payment by return.

We must inform you that if payment is not made now our client, Steel Services Limited, will have no alternative other than to instruct solicitors to commence legal proceedings to obtain payment. We trust this action will not be necessary and look forward to receiving your payment accordingly.

Yours sincerely



**JOAN HATHAWAY BSc MRICS  
For Martin Russell Jones**