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**SHERATTE, CALEB & Co.**  
SOLICITORS

EMERGENCY  
24HR SERVICE  
07770 267894  
07956 249248  
07798 643571

Our Ref: SM/mg/K448001  
Your Ref: AS/17/steel

Messrs CKFT  
Solicitors  
DX: 57567 Hampstead



Dear Sirs

**Re: Ms Noelle Kloster Kotter Dit Rawe**  
**Your Client: Steel Services Ltd**

We have been asked by our above-named client to send you copies of the enclosed documents, as she is concerned that you may not have received previous correspondence from her. We would inform you that we do not act for Ms Kloster Kotter Dit Rawe in relation to the substantive matter, and therefore any future correspondence should be sent directly to her.

Please find enclosed herewith copies of the following documents:

1. Letter from Ms Kloster Kotter Dit Rawe dated 14 January 2004.
2. Letter from Ms Kloster Kotter Dit Rawe dated 19 December 2003.
3. Letter from CKFT, Solicitors to Ms Kloster Kotter Dit Rawe dated 21 October 2003, and headed Claimant's Part 36 Offer.
4. Letter from CKFT Solicitors to Ms Kloster Kotter Dit Rawe dated 31 October 2003, and headed "Without Prejudice".
5. Copy draft Consent Order Opinion.
6. Letter fro Ms Kloster Kotter Dit Rawe dated 19 December 2003 and headed "Consent Order".
7. Letter from Ms Kloster Kotter Dit Rawe dated 19 December 2003 and headed "Notice of Acceptance".

If for any reason you have not received any of the documentation described in our letter, we would be grateful if you would contact Ms S. Maharaj of this office, otherwise, we would ask that as we are not acting for Ms Kloster Kotter Dit Rawe in her substantive case that you contact her directly in order to confirm receipt of our correspondence, together with the enclosures referred to therein, and also in relation to the issue of the Service Charges.



If you wish to discuss this matter further, please do not hesitate to contact Ms S. Maharaj of this office.

Yours faithfully

*Sheratte Caleb & Co.*

**Sheratte Caleb & Co.**

Encl.

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

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

Ref: Steel Services - WL 203 537

14 January 2004

Dear Sirs

On 19 December I sent you a letter by 'special delivery', for which Royal Mail's tracking system indicates "Your item with reference ZU052624528GB was delivered in HAMPSTEAD before 09:38 on 22/12/03". To date, I have not received a reply to this letter.

This letter contained the following:

- A one page covering letter <sup>1</sup>, as well as: (1) a copy of the three-page document you described as a "Without prejudice – Part 36 Offer", dated 21 October 2003 <sup>2</sup>; (2) your letter of 31 October 2003 <sup>3</sup>
- An amended 'draft consent order' <sup>4</sup>, and a covering letter detailing the annotated amendments incorporated on the 'draft consent order' <sup>5</sup>
- A letter I headed 'Notice of acceptance' <sup>6</sup>
- Two NatWest cheques. The first one, #1413, for £4,095.78. The second one, #1414, for £264.04.

Can you please reply to this correspondence.

Yours sincerely

Noëlle Klosterkotter-Dit-Rawé

*Enclosures:*

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<sup>1</sup> My covering letter to CKFT, dated 19 December 2003

<sup>2</sup> CKFT's document described as a "Without prejudice – Part 36 Offer", dated 21 October 2003

<sup>3</sup> Letter from CKFT, dated 31 October 2003

<sup>4</sup> Amended draft consent order

<sup>5</sup> My covering letter, headed "Consent order", dated 19 December 2003

<sup>6</sup> My letter, headed 'Notice of acceptance', dated 19 December 2003

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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.

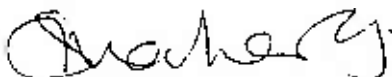
I can confirm that I have now written to Messrs CKFT, Solicitors, enclosing the documents that you provided me with and I enclose herewith a copy of my covering letter, together with all the enclosures which were sent for your attention. I can also confirm that I have kept a copy of my covering letter 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.)  
Assistant Solicitors: Ms. RASHMI HIRANI, LL.B. (HONS.), Ms. HARVINDER THAPRA, LL.B. (HONS.), Ms. SAVEETA MAHARAJ, BA (HONS.), WILLIAM POPE, M.A. (HONS.)  
Practice Manager: CATHY CARROLL

IN ASSOCIATION WITH  
JACKSON NOKES, SOLICITORS, 22 THE GLASSHOUSE, ROYAL OAK YARD, 156B BERNONDESEY STREET, LONDON SE1 2EL

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