

PORTNER AND JASKEL
SOLICITORS

Our ref: AJ/Steel Services

Your ref:

28 January 2002

M [redacted] Esq
Flat [redacted] Jefferson House
11 Basil Street
London
SW3 1AX

Another firm of solicitors
ignoring the Civil
Procedure Rules. The courts
expect litigation to be
started as a last resort
after attempts have been
made to settle the dispute
by negotiations or other
means.

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Dear Sir

RE: Flat [redacted] Jefferson House

We act for your Landlord company, Steel Services Limited.

We understand that last year an Arbitrator was appointed at your instigation by the President of the Royal Institution of Chartered Surveyors in connection with a Service Charge dispute with our client company.

Following the appointment you suspended the proceedings. In the interim however, our client had incurred fees with their solicitors and Managing Agents totalling £1,337.50 as follows:-

A.	Solicitors charges	£500.00
	VAT @ 17.5%	£ 87.50
B.	Managing Agent Charges	£750.00
		£1,337.50
		=====

Fees for what?
Putting their
books in order?

We are instructed to inform you that unless we are in receipt of the
aforementioned sum by 4.00 p.m. on Thursday 31 January next proceedings
shall be issued against you to recover without further notice.

Should our client company be obliged to commence proceedings in addition to
the costs we will seek interest on the above sum at the rate of 8% per annum
until payment.

We await hearing from you.

Yours faithfully,

A handwritten signature in black ink, appearing to be a stylized name with a prominent initial.

PORTNER and JASKEL