

Miss Joan Hathaway BSc MRICS
Martin Russell Jones
5 Watford Way
Hendon Central
London
NW4 3JL

24 September 2002

Dear Miss Hathaway

Jefferson House, Basil Street, London SW3 – Refurbishment

We acknowledge your letter dated 20 September in which you threaten legal proceedings in the event of not receiving payment from us as a lessee towards your major building works costs. This letter has been passed to our representatives [REDACTED] in accordance with our advice to you dated 9 September 2002.

This opportunity is taken to remind you that as of this date neither [REDACTED] nor the writer have received the complete data you undertook to provide at our meeting in your offices on 30 July 2002 and confirmed in our letter of the 31 July. This situation has prevailed despite two further letters of remind dated 27 August and 9 September. **||**

Yours sincerely

[REDACTED]

CC: [REDACTED]