Greg Smith,

P&C Associates

July 18, 1990

Mr. Clark Green,

Senior Engineer,

P&C Associates,

Birmingham, UK

Dear Mr. Green,

I am really impressed by the kind of dedication you show in your work. Your work has also been appreciated by our client Ms. Kate Dossain. She has personally asked me to congratulate you.

However she has also made it clear that the site designs which were supposed to reach her by Thursday have not yet been dispatched. Since she is in a hurry to make a trip out of town, she had specifically made it clear that she wanted those documents at the earliest. I request you to kindly arrange to send those as soon as possible lest she should complain again.

I hope to see you act soon on this.

Regards,

Greg Smith,

Manager