Rita Floe,

Redham Social Service Agency

28 January 1990

Ms. Kate Williams,

AB Group of Companies,

Denham, UK

Dear Ms. Williams,

This letter is an invitation to participate in the monthly auction organized by Redham Social Service Agency. We write to you on behalf of them and request your participation in the silent auction conducted by us.

This is to request you to offer any item for auction through our organization. The auction is being held on the 10th of next month and your participation should be confirmed by the 1st of next month. We need your help to make this event a success. Please call us on 1800 78 67 for further clarifications and for confirming your participation. Please find enclosed a participation form which has to reach us by the 5th of February.

Thank you for considering our request.

Sincerely,

Rita Floe

Enclosed(1)