2/10/2005

Gemmy Thomas

495 Jefferson Street,

San Francisco, CA 94109

Mr. Andrew Cling

Accounts Officer

Income Tax Department

125 3rd street

San Francisco

California- 94103

Dear Sir,

**Claim for the income tax refund**

NI No: SF 21 43 65 C

Tax ref: 321/C9876

Employer:  LT Industries, San Francisco.

Employee’s ref: SFC226434

I belong to the Access Institute for Psychological Services (AIPS) which is a certified association in San Francisco. The membership in this has been endorsed for Income tax relief.

As I haven’t filled a self- assessment tax form, I have been informed by our Payroll department that if I wish to claim tax benefit, I have to write to you personally.

The annual membership fees I have paid starting from year 2003 are:

2003: $70.00

2004: $100.00

2005: $100.00

My AIPS membership no: 333

I kindly request your assistance for getting tax benefit. For further information, please contact on above mentioned address.

Yours sincerely,

Gemmy