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The Occupier

Goldthorpe1-32

Your Ref:

Our Ref: PT78693/DC

Date

30-08-11

PLANNED WORKS

Dear Sir/Madam

Hertel have been instructed by The Apollo Group working on behalf of London Borough of Camden to carry out the Upgrading/Replacement works to the communal cold-water storage cistern (s) supplying your property. We propose to carry out this work **Wednesday 31st August 2011 between 9:00am-4:30pm**. These works are part of planned periodic maintenance of the water tanks.

We will not require access into your property to complete these works.

To enable us to carry out this work, it will be necessary to **turn off your water supply in the bathroom throughout works being carried out between 9:00-4:30pm and the cold water mains to your kitchen only between 11am-12pm.**

Would you please ensure that all taps in your home are turned off and remain turned off during this period?

If you have central heating, this can be used as normal and will not be affected by this work.

We suggest that you fill your bath with water, which will enable you to manually flush the toilet during the disruption. On completion of the works, service will resume as normal; there is no need to run your taps for a while before using the water again.

For your security all our employees will be carrying their Hertel Services identification.

We would like to take this opportunity of thanking you for your co-operation in this matter and we look to keep the disruption to a minimum, however, should you require any further clarification, or have any doubt to the legitimacy of this letter, please do not hesitate to contact us on the above numbers.

Yours Sincerely,

Paul C Taylor

Account Manager