Paul Moore,

Clearet Services

January 06, 2001

Mr. David Baker,

Hospitality Head,

Clearet Services,

Aberdeen, UK

Dear Mr. Baker,

I received your letter and I appreciate your concern expressed for me in the letter. My official trip to Dallas was good and I hope to get the project for us this time.

Apart from this I have written to you to enquire about my refund benefits. As you are aware the entire trip along with the accommodation and the transport was supposed to be refunded to me after I handle all my expenses and submit the bills as proof. However I have not yet received any intimation of my refund although it has been two weeks since I submitted the necessary documentation. It would be a great help if you can look into the matter at the earliest and see to it that I get the said amount.

Thanks for considering my request.

Regards,

Paul Moore,

Executive Head, Sales