



Russell & Co.

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18 July 2011

Dear Paul,

YEAR END ACCOUNTS

It is now some time since we contacted you enclosing a check list for your year end accounts.

According to our records, we have not received the books and records into our offices and we are now anxious to allocate time into our systems, so that the accounts can be prepared sooner rather than later. If you have any queries or difficulties concerning the information we need, then please do not hesitate to contact us.

If you would prefer your books and records were collected then please let us know and we will make suitable arrangements. Otherwise, please would you be kind enough to let us have the outstanding information as soon as possible.

Thanking you in anticipation.

Yours sincerely

Russell & Co



**THE INSTITUTE
OF CHARTERED
ACCOUNTANTS**

IN ENGLAND AND WALES