

From: Ernest H Vincent
Chief Executive

**Mr Steve Day - ODB Group
Elm House
Shackleford Road
Elstead, Surrey
GU8 6LB**

24th November 2009

Dear Steve,

Re: Second Floor Specialist Conversion

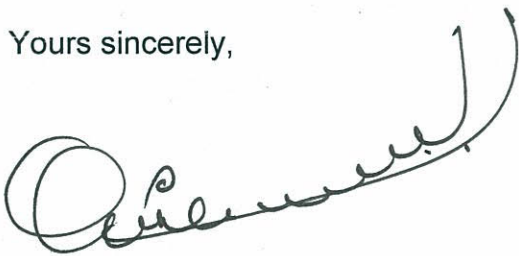
I am writing to thank you for the excellent work that you and your team have achieved for us during the last four weeks in converting a former 2nd floor open plan office into a soundproofed Inquiry Suite.

This involved completely replacing the raised access floor, erecting suitably soundproofed new walls and doors as well as electrical and data cabling and fitting two independent hearing loops and decorating throughout.

Cabinet Office members and Sir John Chilcot and Baroness Prashar who will be heading the Inquiry have now visited the Suite and have been impressed with the quality of the finished work.

I am particularly grateful to the knowledge and effort that Darryl Ticlo and Ashley Pem brought to the project and I know you will pass on my personal thanks for a job well done.

Yours sincerely,



Ernest Vincent
Chief Executive Officer

