



The screenshot shows a Microsoft Outlook window titled "Letter regarding the lounge application for licensing. - Message (HTML)". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Actions", and "Help". Below the menu is a toolbar with icons for "Reply", "Reply to All", "Forward", and other actions. The email content is displayed in a large white area with a scroll bar on the right. The email header shows it was sent on Wednesday, 01/12/2010 at 16:59, from Simon Bingham to Claire Bold. The body of the email is a letter of clarification regarding a letter sent to residents of Barclay House in Banbury.

Letter regarding the lounge application for licensing. - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

Follow up

From: Simon Bingham [sbingham@sjbproperties.co.uk] Sent: Wed 01/12/2010 16:59
To: Claire Bold
Cc:
Subject: Letter regarding the lounge application for licensing.

Dear Mrs. Bold,

Further to my conversation with you regarding the above, I write to confirm that as Managing Agents for Barclay House, Banbury, a block of flats adjacent to Broad Street, Banbury, we were asked by one of the owners of a flat in the block, to circulate the letter and suggested letter of objection, to all of the owners and residents in the block as quickly as we could. We were advised that the letter had apparently been circulated by Cherwell District Council, and therefore we put that fact in our letter. We have since been advised that the letters were actually circulated by another party, NOT Cherwell District Council.

We confirm that we will send a further letter to all recipients of our letter confirming this inaccuracy, and we trust that you will be able to defend your position with this email as evidence.

We apologise for the confusion that our letter has caused.

Regards

Simon Bingham
SJB Properties

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