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6<sup>th</sup> November 2012

To whom it may concern

I would like to take this opportunity to thank you at A.P. Lewis and Sons Ltd for the excellent work you carried out at our school over the summer holidays. We now have a fantastic new classroom which really helps us with our teaching arrangements in school. Everyone who comes into school has expressed surprise at the way in which the space has been used but also the excellent quality of the finished room.

We have previously had work done when you built a mezzanine creating a staffroom and a library and again you worked extremely hard to ensure that space was used to the maximum.

Throughout both projects your staff have worked with us, have always been pleasant and polite and more importantly have been willing to 'go the extra mile' when we asked for a last-minute change of plans.

You had to work to a very tight schedule and we were delighted that you managed to keep to the schedule, giving us some time to rearrange the classroom. I know from neighbours at the school that your workforce worked at weekends and bank holidays and in the evening to complete the work, so a very big thank you.

We would be more than happy to give any reference for your work.

Once again thank you for the classroom and for being so easy to work with.

Yours sincerely,

Sue Walters  
Headteacher