

8 Spright Close
Kelvindale
Glasgow GL2 0DS

Tel: 0141-357 6857

23rd February 2000

*Dr M Mansion
Department of Civil Engineering
University of East Anglia*

Dear Dr Mansion,

As you may remember, my job here at Longiron & Co is only temporary. I have just applied for a post as Senior Engineer with Bingley & Smith in Glasgow and have taken the liberty of giving your name as a referee.

I hope you will not mind sending a reference to this company should they contact you. With luck, I should find a permanent position in the near future, and I am very grateful for your help.

With best regards,

Yours sincerely,

Helen Lee.