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10 March 2008

Philip Howard
Engineering Watch Manager
NATS
Sopwith Way
Swanwick
Hants SO31 7AY

Dear Philip

NATS Awards for Outstanding Achievement 2008

I'm delighted to tell you that SPOTS has been nominated for a number of NATS Awards for Outstanding Achievement. I am writing to you because you have been identified as the lead contact for this team.

The Awards scheme is now in its second year. This year, it aims to recognise those who have achieved something outstanding in the six award categories of Safety, People, Driving Efficiency, Excellence in Customer Service, Social and Environmental Responsibility and Working in Partnership.

The team has been recognised for their achievements as follows:

- Vince Rowley nominated SPOTS - Swanwick Pantomime Troupe for "demonstrating exemplary conduct towards social responsibility over many years and for enabling local charities and schools to benefit significantly" in The Social and Environmental Responsibility Award category.
- Allen Clarke nominated SPOTS for "providing 11 years of memorable shows which have raised over £11,000 to enrich and improve the lives of many less fortunate members of society and promoting inter-disciplinary teamwork" in The Social and Environmental Responsibility Award category.

What happens next?

Your nominations will now be reviewed by the judging panel, which I will be chairing. The panel will be meeting in April, after which I will write to you again to advise whether your nominations have made it to the shortlist of three finalists.

The Awards Ceremony

Those shortlisted from each category will be invited to an Awards Ceremony at the prestigious Grosvenor Square Hotel in London's Mayfair, on 6 June 2008, where the winners will be announced.

As I'm sure you will understand, there is a limited number of places available at the ceremony. If your team is successful, we will be asking you to co-ordinate who from your team is invited.

Please pass on my congratulations to your team on being recognised for your valuable contribution to our business and good luck with your nominations.

Yours sincerely

A handwritten signature in black ink, appearing to read "Paul Barron", is located below the "Yours sincerely" text.

Paul Barron
CHIEF EXECUTIVE