



Richard Smith  
Managing Director  
F. Smith and Son (Croydon) Ltd  
Units 15 and 16,  
Endeavour Way Industrial Estate  
Beddington Farm Road  
Croydon,  
Surrey  
CR0 4TR

29<sup>th</sup> March 2010

Dear Mr Smith,

**GLEEN removal on 26<sup>th</sup> March 2010**

I felt I must write to you to let you know how impressed we were with the service provided by your firm for our office move last Friday. All of your staff who were involved in the process, from those answering our telephone enquiries to those who did the packing, the removal and disposal services for us, were superb. Everyone was responsive and accommodating to our (often changing) requirements.

The team who came on Friday to do the actual removal were cheerful, helpful and professional, and were a pleasure to work with. They are a credit to your company. Please do pass on our thanks to the whole of your team for making our move go so smoothly. I would whole-heartedly recommend your firm to others.

Yours sincerely,

Sarah Hitchcock  
Relationships Manager

**GREATER LONDON ENERGY EFFICIENCY NETWORK**

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