

Ian Nelson  
Head of Finance  
British Film Institute  
21 Stephen Street  
London  
W1P 2LN

1 February 2000

Dear Ian,

**Lux Rent and Service Charges**

I am very pleased to enclose a cheque for £39,603.28. This represents payment against your invoices/credit notes INVO8859, INV08860 and INV10006 and covers:

**Service Charges**

April-June 99

July-September 99

Oct./Dec. 99

**Rent**

Oct./Dec. 1999

Therefore the only outstanding payments are rent and service charge for the current quarter and they will be made as soon as possible.

Thanks for your assistance in trying to unravel the Lux payment trail, I hope Glasshouse will agree to the proposed schedule.

Best wishes

Gill Henderson  
Chief Executive

cc Karen Dowell  
Lux Centre