

To: John Martell
Portland Fire Department
380 Congress Street
Portland, Maine 04101

From: Yun Ok Hatt
3 Howard St #3
Portland, ME 04101
Cell# 632-1459

Date: 2/2/2012

Dear Sir,

As I spoke on the phone with you and agreed that I will install a basement fire door in the apartment building at 92 Vesper Street by April 30, 2012. Thank you.

Sincerely,

Yun Ok Hatt

A handwritten signature in black ink, appearing to read 'Yun Ok Hatt', written in a cursive style.