



MAYOR'S OFFICE OF EMERGENCY MANAGEMENT

7 World Trade Center, 23rd Floor New York, N.Y. 100048

To: Glenn Pymonto
Director of Space and Design, DCAS

From: Raymond M. Lynch
OEM Facilities Manager

Date: December 6, 1999

SUBJECT: Additional Work Request

Dear Glenn,

I am requesting that the storeroom off of the main hallway outside of the EOC get painted. I received an estimate of cost for this work by Ambassador Const. Co. Inc. for \$ 665.00. Please advise if this can be approved, so I may schedule the painter with Ambassador.

Thank you for your assistance in this matter.

If you need additional information pertaining to this request, please do not hesitate to call me at 917-417-6687.

Sincerely,

A handwritten signature in black ink, reading "Raymond M. Lynch". The signature is written in a cursive, flowing style.

Raymond M. Lynch
OEM Facility Manager

Cc: Jack Trabit