



MAYOR'S OFFICE OF EMERGENCY MANAGEMENT

7 World Trade Center, 23rd Floor New York, N.Y. 10048

Mr. Walter Weems
Building Manager
Silverstein Properties
7 World Trade Center
New York, N.Y. 10048

January 14, 2000

RE: Reorganization of overhead cabling

7 World Trade Center, 7th Floor

Dear Mr. Weems:

In reference to the brief phone discussion of January 12, 2000, and the following letter dated January 7, 2000 concerning the work that was initiated by American Express Bank. Your letter states work was needed for the installation of OEM's generators and water tank, as well as the removal and relocation of the piping containing numerous communications cables for American Express had to be performed. I have received this letter and the attached invoices that are being submitted by American Express for reimbursements.

At this time I am not in the position to approve the payment of these invoices. The amount for these invoices should not appear as additional rent on OEM's February rent statement. I will meet with Glenn Pymonto, DCAS and John Hughes, OEM Project Manager to discuss this issue.

I will contact you as soon as possible on the outcome of this meeting. If you have any questions please do not hesitate to call.

Sincerely,

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

Raymond M. Lynch
OEM Facilities Manager

CC: Jerome M. Hauer
Jack Trabit
John Hughes
Glenn Pymonto