



## **Ringshall Parish Council**

**Parish Clerk: Lacey Luther**  
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Dawn Herbert  
Chief Financial Officer  
ASSET Education  
St Helen's Primary  
Woodbridge Road  
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Suffolk  
IP4 2LT

Letter e-mailed.

Tuesday 14<sup>th</sup> October 2022

Dear Dawn,

I hope this letter finds you well. I am writing on behalf of Ringshall Parish Council, regarding the agreement in place, whereby you have agreed to contribute £600 per academic year for the use of the car park. Please find enclosed a copy of our invoice for the upcoming academic year 2022-23. Please do not hesitate to get in touch should you have any questions.

I look forward to hearing from you. Many thanks

Yours sincerely

**Mrs Lacey Luther**  
**Parish Clerk**  
**Ringshall Parish Council**