

31 March 2020

Dear Mr & Mrs Jesson

Outstanding Invoices: SO8100 & SO9345

Further to our correspondence of 28-Jan-20, please find attached copy invoice for your reference. Your attention to this matter would be greatly appreciated as our terms are 'balance on completion.

If you have made a payment to us over the last few days, please disregard my request. However, as this amount remains due, we would appreciate settlement within the next 7 days.

With thanks & kind regards

Jacqui

Jacqueline Jepson

Associate Director of Administration & Accounting
CP Interiors