

19 March 2020

Dear Mr & Mrs Bourne

Outstanding Invoice: SO8371

Further to our recent telephone conversation, please find attached copy invoice for your reference. As this invoice has been presented on several occasions, your attention to this matter would be greatly appreciated as you'll note that 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.

kind regards

Jacqueline Jepson

Associate Director - Accounting
CP Interiors