

21 April 2020

Dear Mrs Robinon

I trust this letter finds you well.

Outstanding Invoice: SO8855

From my records, it would appear the balance on the invoice number quoted above, remains outstanding.

If our installation was completed to your satisfaction, the terms of settlement are – On Completion. If I could take this opportunity to point out the terms of our quotation whereby an additional fee of £25.00 will be added, per month should your invoice remain unpaid within 30 days.

If, of course, you have made the necessary payment, please do advise on the date of settlement to enable me to investigate the matter further. If this is not the case, I would respectfully ask your remittance is made within the next seven days.

kind regards

Jacqueline Jepson

Associate Director of Administration & Accounting
CP Interiors