

13 March 2020

Dear Mr & Mrs Collins

**Outstanding Invoice: SO9339**

Further to our recent visit, 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

**Jacqueline Jepson**

Associate Director of Administration & Accounting  
CP Interiors