

11 May 2020

Dear Mr & Mrs Collins

Outstanding Invoice – SO9339

PLEASE TAKE NOTE that according to our records, settlement of the attached invoice has not yet been received.

Unless payment is made within 10 working days of the date shown above, Legal Action to recover the debt will be taken against you, without further notice.

Your sincerely,

Jacqueline Jepson
Associate Director of Administration & Accounting
CP Interiors