

20 April 2020

Dear Mrs Madigan

**Outstanding Invoice: SO9379**

Further to our correspondence of 3<sup>rd</sup> March, 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