

11 May 2020

Dear Chris/ John

Outstanding Invoice – SO9467

PLEASE TAKE NOTE that despite several attempts to make contact with you, 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