

26 May 2020

Dear Mr Green

Outstanding Invoice - SO9511

PLEASE TAKE NOTE that according to our records, despite several conversations, 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