

21 April 2020

Dear Mrs Davey

**Outstanding Invoice: SO9520 & SO9556**

I hope that this letter finds you well.

Further to our correspondence of 18th March, please find attached copy invoices for your reference. Your attention to this matter would be greatly appreciated as our terms are 'balance on completion.

If, of course, you have made the necessary payment, please do advise on the date of settlement to enable me to investigate the matter further. If this is not the case, I would respectfully ask your remittance is made within the next seven days.

With thanks & kind regards

**Jacqueline Jepson**

Associate Director of Administration & Accounting  
CP Interiors