

21 Aril 2020

Dear Mrs Mackenzie

Outstanding Invoice: SO9624

I hope that this letter finds you well.

Further to our correspondence of 3rd 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