

12 May 2020

Dear Mrs Lamb

Outstanding Invoice: SO9710

From my records, it appears that your invoice, number quoted above, remains outstanding.

If our works were completed to your satisfaction, our terms are settlement 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'll look forward to receiving your remittance within the next seven days.

With thanks & kind regards

Jacqueline Jepson
Associate Director of Administration & Accounting
CP Interiors