

13th May 2020

Dear Mrs Mackenzi

Outstanding Invoice: SO9787

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 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, your settlement of the outstanding balance, within 7 days would be appreciated.

With thanks & kind regards

Jacqueline Jepson

Associate Director of Administration & Accounting
CP Interiors