

11 August 2020

Dear Mr & Mrs Hill

Outstanding Invoice: SO10116

My records show that the invoice number quoted above remains outstanding.

If our works were completed to your satisfaction our terms are settlement on completion.

If you have made this payment, please could you let me know the date of settlement so that I can 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