

20 April 2020

Dear Mr Foers

Outstanding Invoice: SO7631

From my records, it would appear the balance on the invoice number quoted above, remains outstanding. As you'll note from the invoice resent to you on 4th November, 2019 our terms of settlement are – Balance On Completion.

If I could take this opportunity to also point out the terms of our quotation whereby an additional fee of £25.00 will be added, per month should your invoice remain unpaid within 30 days.

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, to prevent further action being taken, I would respectfully request your remittance within the next seven days.

kind regards

Jacqueline Jepson

Associate Director of Administration & Accounting
CP Interiors