

Invoice Reminder 2

The Lab
Bloomsbury's Image Processing Laboratory
2, Wynyatt Street, London, EC1V 7HU
Phone: 0207 235 7534

Alex Wright
Bond Street
London
WC1V 8LS

Dear Mr Wright,

Customer name	Invoice number	Date Issued	Total amount
Alex Wright	5	10/01/2018	258

According to our records, we have not received payment of the above invoice for two months. If you do not pay by the 10th, legal action will be taken. We would appreciate payment at your earliest convenience. If you have already sent a payment to us recently, please accept our apologies.

Yours sincerely,
G. Lancaster