

27 Sainsbury Close,
Stratford,
Essex EJ6 5TJ

Quick Fix Fitters,
19 High St.,
Ashford,
Kent CT16 8YY

01 April 2019

Dear J. Smith,

REMINDER - INVOICE

Vehicle Registration No.: DF65 POT Total Amount: £852.72

According to our records, it appears that we have not yet received payment of the above invoice, which was posted to you on 01 4 2019, for work done on the vehicle(s) listed above. 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