

27 Sainsbury Close,  
Stratford,  
Essex EJ6 5TJ

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

4 April 2019

Dear J. Smith,

For being such a valued customer we are discounting your payments from the last month.  
Please find a cheque for £120.00 enclosed.

Thank you for your valued custom. We look forward to receiving your payment in due course.

Yours sincerely,

G. Lancaster