

3. Refund inquiry

Hello,

I'm writing to you regarding order # 231442.

It was paid via bank transfer processed on the 2nd of Sept., invoice # 879667 from 31/08/2019.

Included in the invoice and paid, and delivered is one extra poster, size A0.

It is not present in the PO # 231442 from 25/08/2019.

I would like to kindly ask you to refund the extra \$84 transferred for this invoice.

You are welcome to collect the poster from our office every work day from 9 to 5. We are located at 23 West Lombard Street, Baltimore, MD, USA.

Thank you.

Lora Jones

Office Assistant at *Langshire House Legacy Fund*