

David Rhind
Northampton Square
London
EC1V 0HB

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

18th February 2018

Dear David Rhind

FINAL REMINDER-INVOICE NO: 1111
Job No: 4555 Total Amount: 456.78

It appears that we have not received payment of the above invoice, which was posted to you on 18th December 2017, for photographic work done in our laboratory, despite a reminder letter posted to you 1 month later.

Unless you pay the outstanding amount in full within SEVEN DAYS, or contact us with proposals for repayment, we will have no option but to refer the matter to our solicitor.

Please send payment immediately to avoid further action.

Yours sincerely,

G. Lancaster