

# HOMEMAKERS

54-59 Riverside, Cardiff CF1 1JW  
Telephone: +44 (0)29 20 49721  
Fax: +44 (0)29 20 49937  
Email: rcliff@homemakers.com  
Registered No. C135162

## First request

20 November 20—

R. Hughes & Son Ltd  
21 Mead Road  
Swansea  
West Glamorgan SA1 1DR

Dear Robert

I am writing concerning our invoice No. H931 for £919.63, a copy of which is enclosed. It appears that this invoice has not yet been settled.

I see from our records that since we began trading you have cleared your accounts regularly on the due dates. That is why I wondered if any problems have arisen which I might be able to help you with? Please let me know if I can be of assistance.

Yours sincerely

*Richard Cliff*

Richard Cliff  
Director

Payment

6

Example letter