

**You are the Director of Suntime Airways.** Your company offers charter flight seats to holiday companies. One of your regular clients is Adventure Holidays.

Write an e-mail to Adventure.

- Open by reminding Adventure that payment of your last invoice is now overdue.
- Your Financial Department has started a new policy to improve cash-flow. In future, all clients must pay a deposit of 50% two months before the flight and 50% on month after. Tell Adventure about this new policy
- You have recently heard a few stories in the newspaper about adventure-type holidays going out of fashion. Mention this very diplomatically – ask for some information about Adventure’s financial situation.