

Dear EL Glaze,

Please find enclosed payment of £2,442-00, the balance outstanding on the double-glazing installed at above address.

As mentioned in an earlier telephone conversation, I'd like to add that I've been very pleased with the standard of work - the care, courtesy, helpfulness and cleaning up afterwards - that your team has provided. I'm

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S.O.R.
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Yours sincerely,

Ce O'Rourke