

Keith Moon

Braintree

Essex

CM7 9BG

7<sup>th</sup> December 2012

Dear Steve,

**Payment of invoice**

Further to your invoice dated 20<sup>th</sup> November I now enclose a cheque as full and final payment for the repair of our rear flat roof.

May I take this opportunity to thank you again for your prompt response in our hour of need, your professional approach and great communication. Above all, it was a very neat, thorough and effective repair.

I hope we don't need your services again but we would not hesitate should the need arise and will be recommending your company to friends and family. Thanks!!

Yours Sincerely

A handwritten signature in black ink, appearing to read 'K Moon', with a horizontal line extending to the right.

Keith Moon