

20, Greatfield Drive,  
Charlton Kings,  
Cheltenham,  Glos.

GL53 9BY

15th June 2000

Dear Mr Birkett,

Enclosed please find my cheque for £1400.00, the agreed amount in payment for work done on roofing to garage and utility room at the above address last week.

I would like to say that I am pleased with the quality of work and the professional manner in which it was carried out.

I look forward to hearing from you with receipt and guarantee.

Yours sincerely,

*Pearl M. Bibbings*

Mrs P.M.Bibbings.