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August 1, 1995

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Dear [recipient's name],

Payment Due for Work

Your invoice [type their invoice number here] has been received but we must inform you that the work

being performed by your people has not yet been completed.

Areas where the work is incomplete are:

[list unfinished work here]

Until these works have been completed we are unable to finalise payment as you request.

Please advise

of the new date for completion of this project.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]