

72  
Catchgate  
Stanley  
County Durham  
DH

12 December 2006

Neill Weightman  
Twenty Four Seven Electrical & Plumbing Services Ltd

Dear Neill,

**Re: Supply and Installation of Heating System**

I enclose herewith a cheque for £                      in relation to the enclosed invoice. I would be grateful if you could acknowledge receipt and I look forward to receiving the relevant documentation relating to the system.

Many thanks to you and your team for carrying out the work efficiently with the minimum of disruption.

Yours sincerely,

  
**June Atkinson**