

Dear Mr Carr,

Thank you for your email regarding your order of 11 March, and sorry for the delay in replying. I am writing to confirm receipt of your order, and to inform you that the item you requested will be delivered by 25 March at the latest. If you require more information regarding this order, please do not hesitate to contact me.

Also, our records show that we have not yet received payment for the previous order of 14 February, so I would be grateful if you could send payment as soon as possible. Please find attached the corresponding invoice.

If there is anything else you require, our company would be pleased to help. Looking forward to hearing from you soon.

Yours sincerely,

John Bishop