



Chris Jenkins  
The Vicarage  
Canterbury  
Kent CT1 ABC

MiK Staff Agency  
608 High Road  
Sevenoaks  
Kent  
TN99 KLM

23 January 2008

Dear Chris Jenkins

**Outstanding Debt – Invoice number: 0123**

An amount of £ 456.23 is still outstanding in relation to the above invoice. If no payment is received before 12 January 2008 I will refer this matter to the courts.

Yours sincerely

A handwritten signature in cursive script that reads "Chris".

C M Nasty  
Financial Controller