

Appendix H: Dunning Letter 1



[Redacted]

University of Cambridge

[Redacted]

Cambridge
Cambridgeshire
United Kingdom
CB2 1QW



Tel: 01223 3 [Redacted]
Fax: 01223 7 [Redacted]

Email: accounts@[Redacted]am.ac.uk

05-Nov-2019

Dear Sir/Madam,

We write with regard to the invoice(s) detailed below which, according to our records, appears to be outstanding.

Invoice Number	Invoice Date	PO Number	Due Date	Invoice Amount (GBP)	Balance Outstanding (GBP)
[Redacted]1062561	22-JUL-2019	[Redacted]	20-SEP-2019	1,444.00	1,444.00
[Redacted]1055222	31-MAY-2019	CONSUMABLES FACILITY AGRMT : A0004	30-JUL-2019	11,700.00	11,700.00
Total (GBP)					13,144.00

Should you have any unresolved problems concerning your account or require any further details, please do not hesitate to contact us immediately.

Please send your payment to this office, electronic payment should be remitted to our bank, see details below. If payment has already been sent please disregard this reminder.

Thank you for giving this matter your urgent attention.

Yours faithfully,

[Redacted] Accounts Office

ADDENDUM

Please be aware that since 21st January 2018, the University's sort code and IBAN have changed as a result of the Government mandated ring-fencing exercise. No other account details have changed.

Barclays Bank PLC Bank Code: 20-17-68 Account: 10921084
Swift Code: BARCGB22
IBAN: GB21BARC20176810921084
Remittance advices to: UFS_CM@admin.cam.ac.uk