

# Appendix I: Dunning Letter 2



**UNIVERSITY OF  
CAMBRIDGE**

University of Cambridge

Cambridge  
Cambridgeshire  
United Kingdom  
CB2 1QW



05-Nov-2019

Tel: 01223 [redacted]  
Fax: 01223 [redacted]  
Email: accounts@[redacted].cam.ac.uk

Dear Sir/Madam,

It would appear from our records that despite previous correspondence, the invoice(s) detailed below remains unpaid.

Invoice Number	Invoice Date	PO Number	Due Date	Invoice Amount (GBP)	Balance Outstanding (GBP)
1054296	22-MAY-2019	ref 910[redacted]	21-JUN-2019	1,500.00	1,500.00

Total (GBP)	1,500.00
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Should there be any issues relating to these items which are causing a delay in payment, please contact us as a matter of urgency.

Failure to reply immediately with either your query or remittance may lead to further recovery action.

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 provide details.

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