

## Axa Insured Client

Brighton Hill  
Basingstoke

JTC Civil Engineers Ltd  
Regency House  
Blackmoor  
Liss  
Hants  
GU33 6BH

Dear Sir/Madam

RE: Invoice for damage water supply.

Please find enclosed a cheque for £ as payment for the works carried out on the . Firstly I'd like to apologise for the delay in paying. This is because I was lead to believe that my Insurer AXA was paying for the works directly to you. Secondly I'd like to take this opportunity to thanks you for the works that were carried out. The workmen were extremely helpful, polite and very tidy. The works that were carried out were fist class and I would recommend your company to people in the future.

Many thanks

Ben King