Oakleaf Facilities Limited SIBA

Oakleaf Facilities (UK) Ltd

7 Brookfield

Duncan Close

Moulton Park Industrial Estate

Northampton

NN3 6WL

22 May 2015

Dear Sirs,

**Reminder - Invoice Number: 3202**

Please find enclosed our invoice for pension scheme administration services dated 29 April 2015.

As the invoice remains outstanding beyond our 14 day settlement terms immediate payment is now required.

This invoice must now be settled by return.

If you have any questions regarding this, please contact the consultant for your scheme.

Thank you for your assistance.

Yours faithfully

Accounts Dept

**For Pension Practitioner .Com**

Enc