

Acme Ltd
1 Example Street
Dublin D02 X285

Thursday 24 September 2026

Dr Aoife Ó Súilleabháin
Contoso Ltd
12 Quay Street
Galway H91 E2PX

Your account: remaining items

Dear Dr Ó Súilleabháin,

Thank you for your order from our São Paulo and Zürich offices. As agreed during our meeting at the Café Olé in Galway, we have reviewed the account and set out the remaining items below. The figures include the corrections Seán raised in March; please let us know if anything looks naïve or out of place.

Item	Amount
Consulting, September (Zürich)	€1,250.00
Support contract — Q3	€480.50
Travel: São Paulo workshop	€312.75
Total	€2,043.25

Payment is due within thirty days. If you would prefer to settle in instalments, reply to this letter or write to accounts@acme.example and we will arrange it. Œuvre, Æsop and Ångström are among the titles still on back order; we will ship them as soon as they arrive.

Kind regards,

Máire Ní Bhriain
Accounts, Acme Ltd