

Memo

To: Payments, Finance

From: AHSS Finance

Date:

Subject:

Ref:

Dear Payments,

Please can you arrange a cheque payment of £XXX to XXXXXXX

Please can the cheque be sent to XXXX in XXXX

The code to be debited is: XXXXX-XXXXXXXXXX-XXXXX

Many thanks,

AHSS Finance
5-7 Corbett Road