

May 25, 2017

Jill Johnson Court Reporting  
Certified Shorthand Reporters  
3508 Greenville Avenue  
Suite 22  
Dallas, Texas 75206

Re: Payment of Invoice No. 96-120

Dear Ms. Johnson:

In response to your request for payment of invoice no. 96-120, please find enclosed a copy of the deposited payment check. Please correct our account to show us now paid in full.

I would like to take this opportunity to let you know that we were very pleased with the product that we received from your company and the professionalism of your staff. We look forward to requesting your services in the future if we are ever in need of court reporting in Dallas again.

Please let me know if you require further information to clear our account. Thank you.

Sincerely,

Tracy J. Shycoff  
Associate Director for Administration

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