To

Mr. Raymond Applebee  
Raymond service providers  
Cornwall, England

From

Ms. Angela Simpson  
Project Manager  
Cloudrevel Company  
London, England.

6th September 20XX

**Subject: Promissory note**

Dear Mr. Raymond,

I am writing to inform you that the Cloudrevel company has been using your net metering service from 25th August 20XX. As per our company policy, we make payments to the vendor after a test period of one month. As discussed previously, our company had agreed to pay you $1000 for the installation of the meters and grid with our solar panels. A sum of $500 is pending on the company’s behalf. Our company will pay the remaining money to you at the end of September 20XX. This is done to ensure that the meters and grid you installed at our building are compatible with our electricity consumption and overall company needs.

The meters installed seem to be working fine so far. We can assure you that full payment will be made after the probation period, I.e., by 31st September, when we are satisfied with your service. A copy of our agreement and the company’s terms and conditions are attached with this letter.

Please feel free to contact me at [EMAIL] if you have any further questions. Thank you.

Regards

Angela Simpson  
Signature.