

Sir/Madam
Daniel/a Mustermann
Customerstreet 3
00000 Customercity

Customercity, 01.08.2016

Payment reminder

Customer number: XXXXXX | Invoice number: XXXXXX

Dear Sir or Madam,

Unfortunately a review of our records indicates that your account is past due. This notice is a reminder that your payment for the invoice number: XXXXXX was due on **01.08.2016**.

Surely you did not overlook the missing payment on purpose. It is absolutely possible to miss a date of payment unintentionally.

However please submit this payment of **200,00 EURO** to our below mentioned bank account until the **1. September 2016**.

If you have already sent your payment in the meantime, then please disregard this notice. If your payment has not been sent, however, then please submit it immediately in order to balance our accounts properly.

Payments will be considered until the 31.07.2016.

If you have any questions regarding this invoice, please feel free to contact us.

Kind regards

Karl Mustermann

Bank account: Account number: XXXXXX | Bank identification number: XXX XXX XX | Bank: Sample-Bank

Sample Corp. – Samplestreet. 3 – XXXXX Samplecity

Quelle: <http://www.zahlungserinnerung-vorlage.de>