Unternehmensname GmbH | Musterstraße 1 | 12345 Musterstadt

**Unternehmensname Kunde GmbH**
Herr Max Mustermann
Musterstraße 2
12345 Musterstadt

 **Kundennummer Rechnungsnummer Rechnungsdatum**

 XXXXXXXXXXXX 123 TT.MM.JJJJ

 Customer number Invoice number Invoice date

3rd reminder for invoice no. 123 dated TT.MM.JJJJ

 [*Rechnungsdatum eintragen*]

Dear Mr. Max Mustermann,

You have not responded to our payment reminder dated TT.MM.JJJJ [*Datum der Zahlungserinnerung eintragen]* and 2nd reminder dated TT.MM.JJJJ [*Datum der 2. Mahnung eintragen*].

The following amounts are still due for payment:

Invoice amount € XXX [*Rechnungssumme eintragen*]

Default interest XX % [*Verzugszinsen eintragen*]

Reminder Costs € XX [*Mahngebühren eintragen*]

**Total amount due € XXXX** [*Gesamtbetrag eintragen*]

We urgently request you to transfer the due amount of € XXXX [*Gesamtbetrag eintragen*] to us by TT.MM.JJJJ [*neue Zahlungsfrist eintragen*] at the latest.

**If the last payment deadline passes without payment being received, we will take legal action against you. The costs oft he proceedings will be borne by you.**

If you have already made a payment, please consider this letter as irrelevant.

Yours sincerely

Maria Musterfrau