

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 of the proceedings will be borne by you.

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

Yours sincerely

Maria Musterfrau