

Mustermann GmbH
Musterstrasse 9
12345 Musterstadt
Germany

Example Ltd.
9, Example Avenue
London SW9
Great Britain

1st reminder

Dear Sirs,

We would like to remind you, that your account still shows an outstanding balance. We kindly ask you to remit the outstanding amount within the next few days to one of our bank accounts listed on the invoice.

If there is an error or any other reason why the invoice has not been settled, please let us know and we will look into the matter.

- the following invoice is still unpaid – see copy attached:
- number 12345 / amount € xxx,xx

If your payment has crossed this reminder, please consider this letter as not written.

With best regards