

Mr. Max Mustermann
Musterstraße 1
1000 Musterstadt

Salzburg, 01.01.20XX

Payment Reminder

Dear Mr. Mustermann,

You may have overlooked that invoice **121212** dated **01.01.20XX** remains unpaid.

We kindly remind you to settle this invoice and request that you transfer the amount of **€100** by **01.01.20XX**.

If payment has already been made in the meantime, please disregard this letter.

Best regards

Mr. Max Mustermann
Musterstraße 1
1000 Musterstadt

Salzburg, 01.01.20XX

Payment Reminder

Dear Mr. Mustermann,

Unfortunately, we have not yet received payment for invoice **121212** dated **01.01.20XX**. We politely remind you to settle this invoice.

If you have any concerns regarding the invoice, please inform us. Otherwise, we expect payment by **01.01.20XX**.

If payment has already been made in the meantime, please ignore this letter.

Best regards

Mr. Max Mustermann
Musterstraße 1
1000 Musterstadt

Salzburg, 01.01.20XX

Payment Reminder (First Notice)

Dear Mr. Mustermann,

Upon reviewing our accounts, we noticed that invoice **121212** dated **01.01.20XX** remains unpaid despite our previous reminder.

Please transfer the outstanding amount by **01.01.20XX** to avoid additional costs that may arise from involving a debt collection agency.

If payment has already been made in the meantime, please disregard this letter.

Best regards

Mr. Max Mustermann
Musterstraße 1
1000 Musterstadt

Salzburg, 01.01.20XX

Payment Reminder (Second notice)

Dear Mr. Mustermann,

Unfortunately, our previous payment reminder regarding invoice **121212** dated **01.01.20XX** has not been successful.

Issuing reminders is both unpleasant and time-consuming. We would much rather use this time to productively serve our customers.

Please transfer the outstanding amount by **01.01.20XX** to avoid further costs that may arise if payment is not received.

If payment has already been made in the meantime, please disregard this letter.

Best regards