

# handwerk. magazin

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Mustervorlage:

## 2. MAHNUNG ENGLISCH

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### IMMER AUF DER SICHEREN SEITE



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Sender name  
Address  
Postcode, Town

Place and  
date

Recipient name  
Address  
Postcode, Town

\*\*\*\*\*Amount outstanding\*\*\*\*\*

Client number

Dear customer,

We are disappointed to note that we have still not received payment of the overdue amount on your account.

Reminder	Invoice number	Date	Due date	Description	Amount due
2	123456	14.04.2017	14.05.2017	Sample	2.320,38
				<b>Subtotal</b>	2.320,38
				<b>Additional charge</b>	10,00€
				<b>Late payment fee</b>	10,89€
				<b>Total due</b>	2.341,27€

Please pay the outstanding amount into the bank account detailed below by >>28.06.2017<<.

In case the payment is not made by this date, we will be forced to take legal action against you to recover the debt.

We believe that legal action would be completely unnecessary and therefore, request you to make the payment as soon as possible.

Receipt of payments checked up to 14.06.2017

Yours sincerely,

Banking details

Bank

Account no.

Sort code