

Customer name
Attn. Accounts Payable
Address
1111 XX Town

DebiService
Internationaal BV

Date: 06-10-2016
Our ref.no.: xxxxx
Re: Payment reminder

Dear Sirs,

This letter is formally to notify you that according to our records one or more invoices seem to be past due.
Below you can see an overview of outstanding invoices.

We would like to ask you to kindly submit the amount of the due invoice with number XXXX within 5 working days to account number NLXX XXXX 111 111 111 in the name of xxxx B.V. office adres in xxxx, indicating your client code and invoice number.

If we do not receive payment in full by the given date, we will regrettably be forced to take other measures.

If your payment has already been sent please disregard this letter.

| Invoice number | Date | Due date | Total amount | Due amount |
|----------------|------------|------------|--------------|------------|
| 26040018 | 14-01-2016 | 28-01-2016 | € 416.24 | € 416.24 |
| 26040143 | 10-02-2016 | 24-02-2016 | € 820.63 | € 820.63 |
| 26040182 | 17-02-2016 | 02-03-2016 | € 1.345.52 | € 1.345.52 |

Yours sincerely,