

FBSC GmbH Falk Buchmann | Damaschkeweg 55 | 07747 Jena

Musterfirma  
Herr Dr. Max Mustermann  
Musterstrasse 1  
Block 126-01  
12345 Musterstadt  
Germany

## Reminder

Invoice No.	20183526
Sales order No.	20182767
Your Order No.	-
Date	28.08.2018
Account No.	1000
Author	Katrin Buchmann

Please submit the details for any inquiry!

Dear Mr Dr. Mustermann,

in this day and age it can be quite hectic. So it may happen, that one loses a covering letter or an invoice.

Maybe this also happened to our invoice no. 20183526 of Tuesday, August 28, 2018.

We would like to remind you kindly and expect the payment receipt of the remaining amount of 61.010,39 EUR till **07.09.2018** at our banking account.

If the payment has already been carried out, then please regard this letter as cancelled.

Yours sincerely

FBSC GmbH

Summary of your order:	
Invoice amount	62.055,48 EUR
Payments	
28.08.2018	- 1.000,00 EUR
Credit	- 45,09 EUR
Dunning charge	10,00 EUR
<b>Remaining amount</b>	<b>61.010,39 EUR</b>