

NAME
ADRESS
ZIPCODE PLACE

Ede, 29 juli 2008

Concerns : COMPANY
Reference : INVOICENUMBER

Dear Sir, Madam,

However our client, COMAPANY, thinks very highly of the relationship with you, she can't settle with your terms of payment. Our client has come to the conclusion that you have an outstanding amount of € AMOUNT, of which the term of payment has exceeded. This is the reason our client has passed to us, for collection, its claim against you.

Invoice number	Discription	Invoice date	Amount
NUMMER 01	DISCRIPTION 01	DD-MM-YYY	€ AMOUNT 01
NUMMER 02	DISCRIPTION 02	DD-MM-YYY	€ AMOUNT 02
Administration costs			€ amount

Total			€ Total

Our client is willing to give you a last chance to make the payment without collection costs. We urgently request you to settle your payment within five workdays. Please transfer the amount in favour of COMPANY to bank account number 123456789.

Our client has passed on the assignment to us because when you are unsuccessful to make the payment within the payment term we will start the collection procedure. We would like to warn you that the collection costs are substantial and at least 15% of the total invoice amount including the administration costs, undiminished the statutory interest and possible costs of the legal procedure.

We highly recommend you to make the payment within the given term of payment.

However, if in the meantime you have already settled the amount or you question the claim please contact our client.

Yours sincerely,
Schuman Incasso & Gerechtsdeurwaarders B.V.