

Herinneren en aanmanen

Voor uw Engelstalige klanten die u niet betalen hebben wij een aantal voorbeeldteksten beschikbaar die u kunt gebruiken bij uw debiteurenbeheer. Neem deze teksten over op uw eigen briefpapier of in uw eigen e-mail.

1/3. Herinneren en aanmanen

Re: Outstanding invoice

[Plaats, datum]

Dear Sir/Madam,

According to our records, the amount shown in the specification below is still outstanding. Given our good relationship, we assume that this must be the result of a misunderstanding.

Invoice number: [factuurnummer]
Date: [factuurdatum]
Amount: [factuurbedrag]

Payments may be executed via electronic bank transfer. Please transfer payments to [naam eigen bank], account number [eigen IBAN], payable to [eigen bedrijfsnaam]. The SWIFT number for [naam eigen bank] is [SWIFT nummer eigen bank]. Please indicate invoice number [factuurnummer] with your payment.

We kindly request that you remit payment to us immediately.

Should your payment and this reminder have crossed, please feel free to disregard this message.

Kind regards,

2/3. Herinneren en aanmanen

Re: Reminder of payment past due

[Plaats, datum]

Dear Sir/Madam,

Much to our regret, we have yet to receive a response from you to our demands for payment, in spite of the fact that we have provided you with ample time in which to fulfill your payment obligations.

We will now give you the opportunity to arrange payment for the amount past due on the invoice shown below within 7 days.

Invoice number: [factuurnummer]
Date: [factuurdatum]
Amount: [factuurbedrag]

In the event we do not receive your payment within the period specified, we shall be obliged to turn this matter over to Atradius Collections.

You will be charged in full for any costs or fees arising from such an action.

Sincerely,

3/3. Herinneren en aanmanen

Re: Outstanding invoice

[Plaats, datum]

Dear Sir/Madam,

On several prior occasions, we have requested that you arrange for the payment of the amount(s) outstanding on your account.

In spite of repeated promises on your part, we have still not received payment from you for the invoice dated [factuurdatum]. We will no longer grant you a further extension on the payment.

We will now give you the opportunity to arrange for payment of the amount currently outstanding, [totaal uitstaand bedrag], without additional interest and collection fees.

The amount outstanding must be paid into our account within 2 days of today's date by telephone transfer. Should you fail to transfer payment within the time specified, the debt will be turned over to Atradius Collections and in addition to the principal amount, a claim will consequently also be made for the compensation of the late-payment interest charge as well as collection fees.

Sincerely,