

TAG Wohnen & Service GmbH · Kurfürstenstraße 87 · 10787 Berlin

Address

contact

name surname

Tel +49 XXX XX XX XX-XXX

Fax +49 XXX XX XX XX-XXX

name.surname@tag-ag.com

Berlin, XX.XX.XXXX

Rental property: XXX

Rental contract number: XXX

Warning /payment reminder: XXX

Dear Ms / Mr XXX

Your tenant account has been found to be € XXX in arrears.

Please refer to the enclosed tenant account sheet for further detail. The amount above must be transferred to the account detailed below by:

XX/XX/XXXX

Recipient: XXX

IBAN: XXX

BIC: XXX

Reference: XXX

Payments received up to XX/XX/XXXX have been taken into consideration for this letter. If a payment has been made that would have been received after this date, please ignore this request.

If the amount above has not been received by the requested date, further action, including legal options will be taken.

If you have any questions about the tenant account please contact us using the contact details above.

TAG Wohnen & Service GmbH

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