

Inkasso KÜNG AG, Nordring 54, CH-3000 Bern 22

Mr.  
Hans Mustermann  
Musterstrasse 1  
3000 Musterort

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21000004/000  
Musterstrasse 1

Bern, 08.04.2021

**Debtor:** Hans Mustermann, Musterort  
**Claim:** CHF 353.70  
**Claim reason:** Invoice no 1 from 01.01.2021  
ceded by \*\*\* Mustergläubiger AG, Bern 25

Dear Mr.

Please note that the above-mentioned demand was ceded to us (Art. 165 OR). From now on you may only react to us (article 157 OR). Should you have paid the demand before receiving this letter, we request you to send us the receipt. In the amount the delay damage according to article 106 OR and a possible interest are contained. Provided that this has not happened yet, herewith you are put formally in delay.

We ask you to assign CHF 353.70 with the attached paying-in slip (payments form agreed on our account at the PostFinance AG Bern IBAN: CH750500000300076006).

We offer you the possibility to regulate this matter in a friendly way and count on the fact that you react punctual. We hope that you obey the instruction standing on top. Other annoyances and additional costs can be saved by the observance of the terms.

On all payments, correspondences and in particular with phone calls our reference is to be given.

Should you already have paid the demand, we request you to send us the receipt.

Yours faithfully  
Inkasso KÜNG AG

-List of claim (EU Debtor)

Payment slip on the back side