

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Pending Payment Notification

We hope this message finds you well. We are writing to inform you that as of [current date], there is an outstanding payment of [amount] for [goods/services provided] on [invoice number] dated [invoice date] that remains unpaid.

As per our records, the due date for this payment was [due date]. We kindly request that you review your accounts and arrange for the payment at your earliest convenience.

If you have already processed this payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]