

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Pending Invoice Reminder

I hope this message finds you well. I am writing to remind you of the pending invoice [Invoice Number] dated [Invoice Date], which remains unpaid. The total amount due is [Amount Due].

As per our agreement, the payment was due on [Due Date]. We kindly ask you to process this payment at your earliest convenience to avoid any late fees or service interruptions.

Should you have any questions or require any additional information, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]