

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Payment Request for Invoice #[Invoice Number]

I hope this message finds you well. We are writing to request payment for the outstanding invoice #[Invoice Number], which was issued on [Invoice Date] and is due on [Due Date]. The total amount due is [Amount].

Please find the invoice attached for your reference. We would appreciate your prompt attention to this matter and kindly request that the payment be processed by [New Due Date] to avoid any late fees.

If you have already sent the payment, please disregard this notice.

Should you have any questions, please do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Your Company Website]