

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: Advance Payment Reminder

Dear [Vendor's Name],

I hope this message finds you well. We are writing to kindly remind you of the advance payment that was due on [specify date]. As per our agreement, the advance payment amounting to [specify amount] was scheduled for processing to facilitate [describe reason for payment, e.g., upcoming order, project commencement].

We appreciate your cooperation and would like to ensure that all necessary arrangements are in place for a smooth transaction. If the payment has already been made, please disregard this reminder. Otherwise, we would appreciate your prompt attention to this matter.

Thank you for your understanding and support. Should you have any queries, feel free to contact us at [your contact information].

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]