

# Letter of Negotiation for Overdue Vendor Payment Refund

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

I hope this message finds you well. I am writing to discuss an overdue payment refund concerning invoice number [Insert Invoice Number], dated [Insert Invoice Date], which was due on [Insert Due Date]. As of today, we have not received the payment and would like to resolve this matter amicably.

We value our relationship with [Vendor's Company Name] and appreciate the quality of service you have provided. However, the delay in payment has started to create some challenges on our end. We kindly request your assistance in processing the overdue refund at your earliest convenience.

To expedite the process, please let us know if there are any documents or further information you require from our side. We are eager to work together to find a solution that is beneficial for both parties.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]