

Payment Reminder

Dear [Vendor's Name],

I hope this message finds you well. I wanted to gently remind you that the payment for invoice #[Invoice Number], which was due on [Due Date], has not yet been received.

We value our partnership and understand that oversights can happen. If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could process the payment at your earliest convenience.

If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]