

Monthly Payment Status Reminder

Dear [Supplier's Name],

We hope this message finds you well. This is a friendly reminder regarding the current payment status for the month of [Month/Year]. As of today, we have yet to receive your payment for the following invoices:

- Invoice Number: [Invoice #1] - Amount: [Amount] - Due Date: [Due Date]
- Invoice Number: [Invoice #2] - Amount: [Amount] - Due Date: [Due Date]
- Invoice Number: [Invoice #3] - Amount: [Amount] - Due Date: [Due Date]

We kindly ask that you process these payments at your earliest convenience. If you have already sent the payment, please disregard this notification, and we thank you for your prompt attention.

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]