

Late Payment Consequences Notification

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you about an important matter regarding our recent invoice payments.

As of [Insert Date], we have noted that invoice #[Insert Invoice Number], due on [Insert Due Date], remains unpaid. The total amount outstanding is [Insert Amount]. We kindly request your immediate attention to this matter.

Please be advised that if payment is not received by [Insert Final Payment Date], we may have to implement the following consequences:

- Late payment fees as specified in our agreement.
- Suspension of future orders until the outstanding balance is settled.
- Potential referral to a collection agency, if necessary.

We value our relationship with you and hope to resolve this situation amicably. Please feel free to contact us at [Insert Contact Information] if you have any questions or if there are issues regarding the payment.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]