

Dear [Supplier's Name],

I hope this message finds you well. This is a friendly reminder regarding our agreed payment terms for Invoice #[Invoice Number], dated [Invoice Date]. As per our agreement, payment was due on [Due Date].

We kindly request that you process this payment at your earliest convenience to maintain our mutual trust and business relationship.

If you have already sent the payment, please disregard this message. Otherwise, please let us know if you have any questions or require further assistance.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]