

# Request for Immediate Payment

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We are writing to kindly remind you that your payment of [Insert Amount] for invoice number [Insert Invoice Number], which was due on [Insert Due Date], has not yet been received.

As per our agreement, timely payments are essential to ensure the smooth continuation of our business relationship. We would appreciate it if you could process the payment at your earliest convenience to avoid any disruptions in supplies.

If you have already sent the payment, please disregard this notice. Otherwise, we kindly request that you expedite the payment process. Should you have any questions regarding this matter, feel free to reach out at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]