

Payment Reminder for Purchase Order

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the payment for purchase order #[Purchase Order Number], which was issued on [Order Date]. As of today, we have not yet received the payment, which was due on [Due Date].

We kindly request you to process the payment at your earliest convenience to avoid any late fees. If you have already sent the payment, please disregard this message and accept our thanks.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]