

Subject: Urgent: Delinquent Invoice Notification

Dear [Reseller Name],

I hope this message finds you well. We are writing to bring to your attention an outstanding invoice that has not been settled as of the date of this email.

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Due Date: [Due Date]

Amount Due: \$[Amount]

As of today, this invoice is [X] days overdue. We understand that oversights happen, and we would appreciate your prompt attention to this matter.

Please arrange for the payment at your earliest convenience. If you have already made the payment, kindly disregard this notice. If you have any questions or concerns regarding this invoice, feel free to reach out to us.

Thank you for your attention to this matter. We value your partnership and look forward to resolving this issue promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]