

# Invoice Payment Request

Date: [Insert Date]

To:

[Reseller's Name]

[Reseller's Company Name]

[Reseller's Address]

[City, State, Zip Code]

Dear [Reseller's Name],

We hope this message finds you well. We are writing to remind you that the payment for invoice #[Invoice Number], dated [Invoice Date], is now due. The total amount due is [Total Amount].

Invoice Details:

- Invoice #: [Invoice Number]
- Invoice Date: [Invoice Date]
- Due Date: [Due Date]
- Total Amount: [Total Amount]

Please make the payment by [Due Date] to avoid any late fees. We appreciate your prompt attention to this matter.

If you have already sent the payment, please disregard this notice. Should you have any questions or concerns, feel free to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]