

Outstanding Invoice Alert

Dear [Agent Name],

We hope this message finds you well. This is a reminder regarding the outstanding invoice #[Invoice Number], dated [Invoice Date], amounting to [Invoice Amount]. Our records indicate that this invoice remains unpaid, and we kindly ask that it be settled by [Due Date].

As a reselling agent, timely payments are essential to maintaining our business relationship. Failure to settle this invoice may affect your ability to continue partnering with us.

Please make the payment at your earliest convenience. If you have already sent the payment, please disregard this notice. If you have any questions, feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]