Formal Retail Vendor Payment Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

This notice is to formally inform you that your payment for invoice #[Insert Invoice Number] dated [Insert Invoice Date] is due on [Insert Due Date]. The total amount due is [Insert Amount Due].

Please ensure that the payment is processed by the due date to maintain a positive relationship with our company and avoid any service interruptions. Payment can be made via [insert payment methods, e.g., bank transfer, cheque, etc.].

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]