

Urgent Payment Alert

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to bring to your attention an urgent matter regarding your outstanding payment.

As of today, the following invoices remain unpaid:

- Invoice Number: [Invoice #1] - Due Date: [Due Date] - Amount: [Amount]
- Invoice Number: [Invoice #2] - Due Date: [Due Date] - Amount: [Amount]

It is crucial that we receive payment by [Urgent Deadline] to avoid any disruption in future transactions or services. We appreciate your prompt attention to this matter.

Should you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this urgent payment alert.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]