

Supplier Overdue Account Resolution

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to address the outstanding balance on our account with you, which has now exceeded the agreed payment terms.

As of [Insert Due Date], our records indicate that an amount of [Insert Amount] remains unpaid. We understand that oversights can happen, and we would like to resolve this matter promptly.

Please find attached the invoice #[Insert Invoice Number] for your reference. We kindly ask you to review your records and process the payment at your earliest convenience.

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter and would welcome any updates on when we might expect to receive the payment.

Thank you for your cooperation. We value our relationship and look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]