

Formal Complaint Regarding Unpaid Supplier Invoices

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address a matter concerning unpaid invoices that are past their due dates. Despite our previous communications, we have yet to receive payment for the following invoices:

- Invoice #[Invoice Number 1] - Due Date: [Due Date 1] - Amount: [Amount 1]
- Invoice #[Invoice Number 2] - Due Date: [Due Date 2] - Amount: [Amount 2]
- Invoice #[Invoice Number 3] - Due Date: [Due Date 3] - Amount: [Amount 3]

As per our agreement, payment was expected within [Payment Terms] days of receipt. As of today, the total outstanding amount is [Total Amount]. We value our business relationship and hope to resolve this issue promptly.

Please arrange for the payment of the outstanding invoices by [Final Payment Date]. If the payment has already been processed, kindly disregard this letter and forward the payment confirmation for our records.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]