

# Vendor Payment Reconciliation

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to address the overdue payments related to our recent transactions. As of [insert date], our records indicate that the following payments are outstanding:

<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Amount Due</b>	<b>Due Date</b>
[Invoice #1]	[Invoice Date #1]	[Amount #1]	[Due Date #1]
[Invoice #2]	[Invoice Date #2]	[Amount #2]	[Due Date #2]

We kindly request your assistance in reconciling these overdue payments. Please review your records and confirm if the listed invoices are correct. If there are discrepancies, do not hesitate to reach out to us.

We value our partnership and appreciate your prompt attention to this matter. Please let us know how we can assist in expediting these payments.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]