

Accounts Receivable Reminder

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding balance on your account. As of today, our records indicate that there is an overdue amount of [Insert Amount] that was due on [Insert Due Date].

We value the partnership we have established with you and appreciate your prompt attention to this matter. Please let us know if there are any issues we can assist with regarding this payment.

For your convenience, payment can be made via [Insert Payment Methods]. If you have already sent the payment, please disregard this notice.

Thank you for your attention to this matter. We look forward to continuing to work together.

Best regards,

[Your Name]

[Your Title]

[Restaurant Name]

[Contact Information]