

Balance Due Request

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We hope this message finds you well. We are writing to remind you that there is an outstanding balance on your account with us, pertaining to recent supplies provided to our restaurant.

Balance Due: \$[Amount]

Invoice Number: [Invoice Number]

Due Date: [Due Date]

Please arrange for payment at your earliest convenience to avoid any service disruptions. If you have already made this payment, please disregard this notice and accept our thanks.

If you have any questions, feel free to contact us at [Your Phone Number] or [Your Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]

[Restaurant Address]

[Restaurant Phone Number]