

Final Payment Reminder

Dear [Supplier's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding payment for the order placed on [Order Date]. As per our records, the total amount of [Total Amount] was due on [Due Date].

We appreciate your prompt attention to this matter and kindly request that the payment is processed at your earliest convenience to avoid any disruptions in our future orders.

If you have already sent the payment, please disregard this notice. If you have any questions, feel free to reach out to us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Restaurant Name]
[Restaurant Contact Information]