Final Settlement Reminder

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to remind you about the final settlement for the supplies provided to [Your Restaurant Name] for the period ending [Insert Period].

As per our records, the outstanding amount due is [Insert Amount]. We kindly request you to process the final payment at your earliest convenience to avoid any potential disruptions in our ongoing relationship.

Please let us know if you require any further details or documentation to facilitate this process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Restaurant Name]

[Contact Information]