

Outstanding Invoice Reminder

Dear [Supplier's Name],

I hope this message finds you well. We are writing to remind you of the outstanding invoice **[Invoice Number]** dated **[Invoice Date]**, which remains unpaid as of today.

As a valued supplier, we appreciate your partnership and would like to settle this matter promptly. The total amount due is **[Amount Due]** and was originally due on **[Due Date]**.

Please let us know if there are any issues we can assist with regarding this payment. We value your services and look forward to continuing our collaboration.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Restaurant Name]

[Contact Information]