

# Overdue Payment Notification

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you that we have an outstanding payment that is overdue. As of today, your invoice #[Invoice Number] dated [Invoice Date] for the amount of [Amount Due] remains unpaid.

We kindly request your attention to this matter and would appreciate if you could provide us with an update regarding the payment status. If there are any issues or concerns regarding this invoice, please do not hesitate to reach out to us.

It is important for us to settle this matter promptly to maintain a positive working relationship. We value your partnership and look forward to continuing to work together.

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

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]

[Restaurant Address]

[Phone Number]

[Email Address]