

Payment Follow-Up

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up regarding the outstanding payment for our recent order made on [Insert Order Date]. As of today, the amount of [Insert Amount] is still pending.

We truly value our partnership and appreciate the quality of service you provide. We are in the process of ensuring that all financial transactions are up to date and would like to settle this outstanding payment as soon as possible.

Please let us know if there are any issues or if you require any further information to facilitate this process. We look forward to resolving this matter promptly.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Restaurant Name]

[Contact Information]