

Pending Payment Alert

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you that there is a pending payment for the recent supplies provided to [Restaurant Name].

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Due Amount: [Due Amount]

We value our partnership and aim to settle all dues promptly. We kindly ask you to review your records and confirm the status of this payment. If there are any discrepancies or issues, please reach out to us at your earliest convenience.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Restaurant Name]

[Contact Information]