

Billing Reminder

Dear [Supplier's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding invoice dated [Invoice Date] for the kitchen inventory supplies provided to us.

Invoice Number: [Invoice Number]

Amount Due: [Amount]

Due Date: [Due Date]

We kindly request that you process the payment at your earliest convenience to avoid any disruption in our supply chain. If you have already sent the payment, please disregard this notice.

Thank you for your prompt attention to this matter. If you have any questions, feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Phone]