

Financial Reminder for Outstanding Invoice

Dear [Vendor's Name],

We hope this message finds you well. We are writing to remind you that the payment for invoice #[Invoice Number] dated [Invoice Date] is due on [Due Date]. As of today, the amount of [Amount Due] remains outstanding.

We value our partnership and appreciate your prompt attention to this matter. Please let us know if there are any issues or if you require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Restaurant Name]

[Contact Information]