

Payment Follow-Up Letter

Date: [Insert Date]

To: [Distributor's Name]

[Distributor's Address]

[City, State, Zip Code]

Dear [Distributor's Name],

I hope this message finds you well. I am writing to follow up regarding the outstanding payment for the ingredients supplied on [Insert Date of Supply]. As of today, the payment of [Insert Amount] remains unpaid.

We appreciate your partnership and understand that oversights can happen. We kindly ask that you review your records and process the payment at your earliest convenience.

If you have already sent the payment, please disregard this notice. Otherwise, please let us know if you require any assistance or additional information to facilitate the payment process.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]