

# Payment Request

Date: [Insert Date]

To: [Distributor's Name]

[Distributor's Company Name]

[Distributor's Address]

[City, State, Zip Code]

Dear [Distributor's Name],

I hope this message finds you well. We are writing to kindly request the payment for our recent order placed on [Insert Order Date] for restaurant supplies, as outlined in the attached invoice.

The total amount due is [Insert Amount], and we would appreciate it if you could process this payment by [Insert Due Date]. Our payment details are as follows:

Account Name: [Your Company Name]

Account Number: [Your Account Number]

Bank Name: [Your Bank Name]

Routing Number: [Your Routing Number]

If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]