

Sample Business Letter Requesting Outstanding Payment from Supplier

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

Subject: Request for Settlement of Outstanding Payment [Invoice Number/Reference]

We hope this letter finds you well. We would like to bring to your attention the outstanding payment for invoice number [Invoice Number], dated [Invoice Date], in the amount of [Amount Due]. According to our agreed payment terms, this payment was due on [Due Date].

As of today, we have not yet received the payment. We kindly ask that you arrange for the settlement of this outstanding amount within the next [Number of Days, e.g., 7 days] to avoid any disruption in our business operations. Please find a copy of the invoice attached for your reference.

We value the ongoing relationship between our companies and trust that this matter will be resolved promptly. If you have already remitted payment, please disregard this notice. Otherwise, kindly confirm the payment arrangement at your earliest convenience.

If you have any questions, or if there are any issues preventing timely settlement, please contact us directly so that we may work towards a suitable solution.

Thank you for your immediate attention to this important matter. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]