

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Follow-up on Pending Settlement for Invoice #[Invoice Number]**

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to politely follow up on the outstanding settlement for wholesale order #[Order Number], which was delivered on [Delivery Date]. According to our records, the payment for invoice #[Invoice Number] in the amount of \$[Amount] was due on [Due Date] and remains pending.

We value our partnership and understand that administrative delays can occur. Could you please check the status of this payment? If the settlement has already been sent, please disregard this notice.

I have attached a copy of the original invoice for your convenience. If there are any discrepancies or if you require any additional documentation to process the payment, please let me know as soon as possible.

Thank you for your prompt attention to this matter. We look forward to continuing our business relationship.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title/Department]  
[Your Phone Number]  
[Your Email Address]