

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Customer Name]
[Accounts Payable Department]
[Customer Company Name]
[Customer Address]
[City, State, Zip Code]

RE: UNPAID ACCOUNT BALANCE - Invoice #[Invoice Number]

Dear [Contact Name],

This is a friendly reminder that our records indicate an outstanding balance on your wholesale account. According to our files, Invoice #[Invoice Number], dated [Invoice Date], is now past due.

Account Summary:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Due Date: [Due Date]
- Total Amount Due: \$[Amount]

We value your business and understand that payment delays can occur. Please check your records and let us know if this payment has already been sent, or if there is any discrepancy regarding the order or the statement.

If you have not yet made the payment, please do so at your earliest convenience. You may pay via [Payment Method: ACH, Check, Credit Card, or Portal Link].

If you have any questions or require a copy of the original invoice, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Title]
[Your Company Name]