

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

[Date]

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

Subject: Reminder regarding outstanding balance for [Account Number/Invoice Number]

Dear [Recipient Name],

I hope this letter finds you well and that your business is thriving.

We are writing to bring your attention to an outstanding balance on your account. According to our records, the following invoice(s) remain unpaid:

- Invoice #[Number] - Date: [Date] - Amount: [Amount]
- Invoice #[Number] - Date: [Date] - Amount: [Amount]

Total Outstanding Balance: [Total Amount]

We value our wholesale partnership and understand that delays can sometimes occur in the busy flow of business operations. If you have already sent the payment, please disregard this notice.

Otherwise, we kindly ask that you settle the balance by [Due Date] or contact us if there is a discrepancy we need to address. Payment can be made via [List Payment Methods, e.g., Bank Transfer, Credit Card, Portal].

If you are experiencing any difficulties or require a payment plan, please reach out to our accounts department so we can find a mutually beneficial solution.

Thank you for your prompt attention to this matter and for your continued business.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]