

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

[Date]

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

**Subject: First Notice: Overdue Payment for Invoice #[Invoice Number]**

Dear [Recipient Name],

This is a friendly reminder that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

According to our records, the outstanding balance for your wholesale order is \$[Amount].

We understand that delays can occur. Please review your records and let us know if payment has already been sent. If not, we kindly request that you settle the balance at your earliest convenience to ensure there is no disruption to your future wholesale orders or credit terms.

For your convenience, I have attached a copy of the invoice to this email. Payments can be made via [Payment Method: e.g., Wire Transfer, ACH, or Credit Card].

If you have any questions regarding this invoice or if you are experiencing any issues with the payment process, please contact our billing department at [Phone Number/Email].

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

Sincerely,

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