

Subject: Gentle Reminder: Payment for Order #[Order Number]

Dear [Contact Name],

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

We understand that things can get busy, so we wanted to bring this to your attention in case the invoice was overlooked. Please find the details of the outstanding balance below:

- **Order Number:** #[Order Number]
- **Invoice Date:** [Date]
- **Amount Due:** [Currency/Amount]

If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience to ensure there are no delays with your future orders.

If you have any questions regarding this invoice or need a new copy, please feel free to reach out to us.

Thank you for your business.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]