

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

[Date]

[Customer Name]
[Customer Title]
[Customer Company Name]
[Customer Address]
[City, State, Zip Code]

RE: Overdue Balance - Account #[Account Number]

Dear [Customer Contact Name],

This letter is a formal reminder that your wholesale account is currently past due. According to our records, your balance of \$[Total Amount] remains unpaid.

The following invoices are currently outstanding:

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

We value your business and understand that delays can occur. Please remit payment via [Payment Method] by [Due Date] to ensure your account remains in good standing and to avoid any interruption to future wholesale orders.

If payment has already been sent, please disregard this notice. If you have any questions regarding these invoices or need to discuss a payment plan, please contact our billing department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]