

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

[Date]

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

Subject: Payment Reminder - Invoice #[Invoice Number]

Dear [Client Contact Person Name],

This is a professional reminder regarding the outstanding balance for wholesale order #[Order Number], which was delivered on [Delivery Date].

According to our records, payment for invoice #[Invoice Number] in the amount of \$[Amount Due] was due on [Due Date] and is currently overdue. We have not yet received the funds or any notification regarding a payment delay.

We kindly request that you settle this balance at your earliest convenience. For your reference, I have attached a copy of the original invoice to this correspondence.

Payment Details:

Method: [e.g., Bank Transfer / Check / Credit Card]
Account Name: [Your Account Name]
Account Number/Link: [Details]

If you have already sent the payment, please disregard this notice. If there are any issues regarding the order or the invoice that are preventing payment, please contact us immediately so we can resolve them.

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

Sincerely,

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