

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

[Date]

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

RE: SECOND REMINDER - OVERDUE ACCOUNT [Account Number]

Dear [Contact Person Name],

We are contacting you regarding the outstanding balance of \$[Total Amount Owed] on your wholesale account. This is our second formal request for payment.

According to our records, the following invoices remain unpaid:

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

These invoices are now [Number] days past due. As a wholesale partner, we value your business, but we must request that you clear this balance immediately to maintain your credit terms and ensure the uninterrupted delivery of future supplies.

Please remit payment within [Number] business days. You can pay via [Bank Transfer Details/Online Portal/Check].

If payment has already been sent, please disregard this notice. If you are experiencing financial difficulties, please contact our accounts department at [Phone Number] so we can discuss a potential payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

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