

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

[Date]

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

Subject: SECOND REMINDER: Outstanding Wholesale Supply Invoices

Dear [Contact Person Name],

We are contacting you regarding the following overdue invoices for wholesale supplies delivered to [Customer Company Name]:

- Invoice #[0001] - Date: [Date] - Amount: \$[0.00]
- Invoice #[0002] - Date: [Date] - Amount: \$[0.00]
- **Total Balance Due: \$[0.00]**

This is our second request for payment. Our records show that these invoices are now [Number] days past due. We sent a primary reminder on [Date of First Reminder], but we have not yet received payment or a response regarding your account status.

As a valued wholesale partner, we wish to continue our business relationship without interruption. However, please be advised that per our credit terms, accounts that remain unpaid may be subject to a temporary hold on new supply orders until the balance is cleared.

Please remit payment via [Check/ACH/Credit Card] by [Date]. If payment has already been sent, please disregard this letter.

If you are experiencing financial difficulties or have questions regarding these specific invoices, please contact our accounts department immediately at [Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

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