

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

[Date]

[Customer Contact Name]
[Customer Business Name]
[Customer Address]
[City, State, Zip Code]

RE: SECOND NOTICE - PAST DUE WHOLESALE ACCOUNT [Account Number]

Dear [Customer Contact Name],

We are contacting you regarding your outstanding balance of \$[Total Amount Due], which remains unpaid despite our previous notice sent on [Date of First Notice].

As of today, the following wholesale invoices are past due:

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

As a reminder, our wholesale credit terms are [Terms, e.g., Net 30]. Your account is now [Number] days overdue. Failure to clear this balance immediately may result in a temporary suspension of your wholesale ordering privileges and the assessment of late fees as outlined in our supply agreement.

Please submit payment via [Payment Method: ACH, Check, or Credit Card] by [Date] to keep your account in good standing.

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties, please contact our billing department immediately at [Phone Number] to discuss a payment arrangement.

Sincerely,

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