

[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 NOTICE: Overdue Wholesale Supply Invoices

Dear [Contact Person Name],

We are writing to follow up on our previous notice regarding your outstanding balance for wholesale supplies delivered. As of today, our records show that we have not yet received payment for the following invoices:

- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- **Total Past Due: \$[Total Amount]**

Your account is now [Number] days past due. We value our wholesale partnership and understand that administrative delays can occur. However, prompt payment is necessary to ensure the continued fulfillment of your future orders and to maintain your current credit terms.

Please remit payment immediately via [Payment Method: ACH, Check, Wire Transfer, or Online Portal]. If payment has already been sent, please disregard this notice.

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

We look forward to resolving this matter promptly.

Sincerely,

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