

head>

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Contact Name]

[Customer Company Name]

[Customer Address]

[City, State, Zip Code]

**Subject: SECOND DEMAND FOR PAYMENT - OVERDUE BALANCE**

Dear [Contact Name],

We are writing to follow up on our previous notice dated [Date of First Letter] regarding the outstanding balance on your account. According to our records, your account remains past due in the amount of \$[Total Amount Owed].

The following wholesale invoices are currently overdue:

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

We value our wholesale partnership; however, this balance is now [Number] days past our agreed credit terms. We requested payment in our last correspondence, but as of today, we have not received the funds or a response regarding a payment schedule.

Please remit the full payment immediately to avoid further action. You may pay via [Payment Method: ACH, Check, Wire Transfer, etc.].

If you have already sent payment, please disregard this letter. If there is a dispute regarding these invoices, please contact our billing department at [Phone Number] within [Number] business days to resolve the matter.

We look forward to receiving your payment promptly to ensure there are no interruptions to your future supply orders.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]