

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

[Date]

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

Subject: SECOND NOTICE: Overdue Payment for Account #[Account Number]

Dear [Contact Name],

We are writing to follow up on our previous notice sent on [Date of First Notice] regarding the outstanding balance on your wholesale supply account. As of today, we have not received payment or a response regarding the following invoice(s):

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

Total Past Due Balance: \$[Total Amount]

As a valued wholesale partner, we aim to support your business operations. However, your account is now [Number] days past due. Per our credit terms, delinquent accounts may be subject to a temporary hold on new orders and the application of late fees totaling [Late Fee Percentage/Amount].

Please remit payment immediately via [Payment Method: ACH, Credit Card, or Check] to bring your account back into good standing. If payment has already been sent, please disregard this notice.

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

Thank you for your prompt attention to this matter.

Sincerely,

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