

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

[Date]

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

Subject: SECOND NOTICE: Outstanding Balance for Wholesale Account #[Account Number]

Dear [Contact Name],

This is a second formal reminder that your account currently has an outstanding balance of \$[Total Amount Overdue]. Our records indicate that we have not yet received payment for the following wholesale invoices:

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

We previously sent a reminder on [Date of First Letter], but your account remains past due. As per our wholesale supply agreement, timely payments are necessary to maintain your current credit terms and ensure the uninterrupted fulfillment of future orders.

Please remit payment in full within [Number] business days. 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 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 Title]
[Your Company Name]