

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

[Date]

[Customer Name]
[Accounts Payable Department]
[Customer Company Name]
[Customer Address]
[City, State, Zip Code]

Subject: SECOND REMINDER: Overdue Payment for Wholesale Supply Invoices

Dear [Contact Name],

This is a formal follow-up to our previous reminder sent on [Date of First Reminder] regarding the outstanding balance on your wholesale supply account. According to our records, we have not yet received payment for the following invoices:

- Invoice #[0001] - Date: [Date] - Amount: \$[0.00]
- Invoice #[0002] - Date: [Date] - Amount: \$[0.00]
- **Total Overdue Balance: \$[0.00]**

As these invoices are now [Number] days past due, we ask that you please settle the balance immediately. If you have already sent the payment, please disregard this notice.

Please note that according to our wholesale terms, continued delays may result in a temporary hold on future supply orders or the application of late interest fees. We value our partnership and would like to resolve this matter promptly to ensure no disruption to your inventory delivery schedule.

Payment can be made via [ACH/Wire Transfer/Check/Online Portal]. Our payment details are as follows:

[Bank Name]
[Account Number]
[Routing Number]

If you are experiencing financial difficulties or have questions regarding these specific invoices, please contact our billing department 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]