

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

[Date]

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

Subject: SECOND NOTICE: Overdue Payment for Wholesale Invoices

Dear [Contact Name],

This letter is a formal follow-up to our previous notice regarding the unpaid balance on your account. According to our records, we have not yet received payment for the following wholesale invoices:

- Invoice #[001] - Date: [MM/DD/YYYY] - Amount: \$[0.00]
- Invoice #[002] - Date: [MM/DD/YYYY] - Amount: \$[0.00]
- **Total Past Due: \$[Total Amount]**

As these invoices are now [Number] days past due, your account has been placed on a temporary credit hold. We are unable to process or ship any new wholesale orders until the outstanding balance is settled in full.

We value your business and wish to resolve this matter immediately. Please remit payment via [Check/Wire Transfer/Credit Card/Online Portal] by [Deadline Date].

If payment has already been sent, please disregard this letter and provide us with the transaction details so we can update your account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Accounts Receivable Department]