

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

[Date]

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

URGENT: SECOND REMINDER - OVERDUE WHOLESALE INVOICE(S)

Dear [Recipient Name],

We are writing to you regarding the following outstanding invoice(s) which remain unpaid despite our previous reminder sent on [Date of First Reminder]:

- Invoice Number: [Invoice #1] | Due Date: [Date] | Amount: \$[Amount]
- Invoice Number: [Invoice #2] | Due Date: [Date] | Amount: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Your account is now [Number] days past due. As a wholesale partner, we value our relationship; however, this delinquency is now affecting your credit standing with us.

Please arrange for immediate payment via [Payment Method: Wire Transfer/Check/Online Portal] by no later than [Final Deadline Date].

If payment has already been sent, please disregard this notice and provide us with the transaction details so we can update our records. If you are experiencing difficulties, please contact our accounts department immediately to discuss a payment plan.

Failure to settle this balance may result in the suspension of future orders and the referral of your account to a collections agency.

Sincerely,

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