

[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]

RE: SECOND REMINDER - OVERDUE ACCOUNT [Account Number]

Dear [Customer Contact Name],

We are writing to follow up on our previous notice sent on [Date of First Reminder] regarding the outstanding balance on your wholesale account. According to our records, your account is now [Number] days past due.

The following invoices remain unpaid:

- Invoice #[001] - Date: [Date] - Amount: \$[0.00]
- Invoice #[002] - Date: [Date] - Amount: \$[0.00]
- **Total Outstanding Balance: \$[0.00]**

We value our wholesale partnership and understand that administrative delays can occur. However, we must request that you settle this balance immediately to maintain your credit terms and avoid any disruption to future supply shipments.

Please remit payment via [Payment Method: ACH/Wire/Check/Portal] by [Due Date]. If payment has already been sent, please disregard this letter.

If you are experiencing financial difficulties or have questions regarding these 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]