

**Date:** [Insert Date]

**To:**

[Contact Name/Accounts Payable]

[Customer Company Name]

[Street Address]

[City, State, Zip Code]

**RE: NOTICE OF BREACH OF CREDIT TERMS - Account #[Insert Account Number]**

Dear [Contact Name],

This letter serves as formal notice that your account with [Your Company Name] is currently in breach of the agreed-upon wholesale credit terms established on [Date Agreement Was Signed].

As of [Today's Date], your account has a past-due balance of **#[Insert Amount]**. According to our records, the following invoices remain unpaid beyond the net [Insert Days, e.g., 30] day terms:

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

Due to this breach, we have taken the following actions regarding your account, effective immediately:

- Your credit line has been suspended.
- All pending orders have been placed on "Credit Hold."
- Future orders will require payment in advance (Proforma) until the account is brought current.

To remedy this breach and restore your credit privileges, please remit the total past-due balance of \$[Insert Amount] by [Insert Deadline Date]. Payments can be made via [Insert Payment Method, e.g., Wire, ACH, Check].

If you believe this is an error, or if payment has already been sent, please provide the transaction details or contact our credit department at [Insert Phone Number] or [Insert Email Address] immediately.

We value your business and look forward to resolving this matter promptly to resume our wholesale partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]