

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

[Date]

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

**Subject: SECOND NOTICE: Overdue Payment for Invoice #[Invoice Number]**

Dear [Recipient Name],

This is a second reminder that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date]. According to our records, the outstanding balance is \$[Amount Due].

We previously contacted you regarding this matter on [Date of First Notice], but the payment remains outstanding. As a wholesale partner, maintaining a timely payment schedule is essential for us to continue providing you with priority fulfillment and wholesale pricing tiers.

Please find a copy of the original invoice attached for your reference. We request that you remit payment immediately via [Accepted Payment Methods].

If payment has already been sent, please disregard this notice. If there are any discrepancies or if you are experiencing issues that prevent payment, please contact our accounts department at [Phone Number] or [Email Address] so we can discuss a resolution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]