

Outstanding Invoices Report

Date: [Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to bring to your attention the outstanding invoices that require your prompt attention. Below is a summary of the pending payments:

Invoice Number	Invoice Date	Due Date	Amount Due	Status
[Invoice #1]	[Invoice Date #1]	[Due Date #1]	[\$[Amount #1]]	Outstanding
[Invoice #2]	[Invoice Date #2]	[Due Date #2]	[\$[Amount #2]]	Outstanding

We kindly request that you review your records and arrange payment at your earliest convenience. If you have already made the payment, please disregard this notice. Should you have any questions or require further clarification, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]