

Monthly Statement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. This is a reminder of the outstanding invoices that are currently due for payment. Below is a summary of your account:

Invoice Number	Invoice Date	Due Date	Amount Due
[Invoice #1]	[Date]	[Due Date]	[Amount]
[Invoice #2]	[Date]	[Due Date]	[Amount]

Total Amount Due: [Total Amount]

Please ensure that payment is made by the due date to avoid any late fees. If you have already sent payment, please disregard this notice. If you have any questions regarding your account or this statement, feel free to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]