

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the current details of our outstanding invoices related to [specific services/products].

As we aim to maintain accurate records and timely payments, I would appreciate if you could provide the following information:

- Invoice Numbers
- Amounts Due
- Due Dates
- Any applicable fees or penalties

Thank you for your prompt attention to this matter. Please feel free to reach out if you require any additional information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]