

Accounts Receivable Status Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Accounts Receivable Status Update

Dear [Recipient's Name],

I hope this message finds you well. We wanted to provide you with an update regarding the current status of your accounts receivable with us.

Accounts Summary

- Total Amount Outstanding: \$[Amount]
- Invoices Past Due: [Number]
- Current Balance: \$[Balance]

Invoices Details

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

We encourage you to settle the outstanding amounts at your earliest convenience. If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter. We appreciate your prompt attention to your account.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]