

Aged Receivable Summary Request

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an Aged Receivable Summary for our accounts with your company as of [Insert Date]. This summary will assist us in managing our outstanding balances and facilitate timely payments.

We would appreciate it if you could include the following details in the summary:

- Invoice Number
- Invoice Date
- Customer Name
- Total Amount
- Amount Outstanding
- Days Outstanding

If possible, please provide the summary by [Insert Preferred Date]. Thank you for your prompt attention to this matter. If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Your Company]