

Summary of Unpaid Invoices

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We hope this message finds you well. We would like to bring to your attention the following unpaid invoices that are currently outstanding:

Invoice Number	Invoice Date	Due Date	Amount	Status
[Invoice Number 1]	[Invoice Date 1]	[Due Date 1]	[Amount 1]	Unpaid
[Invoice Number 2]	[Invoice Date 2]	[Due Date 2]	[Amount 2]	Unpaid

The total outstanding amount is: [Total Amount]

We kindly request your prompt attention to this matter. Please let us know if you require any further information or if there are any issues regarding these invoices.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]