

Subject: Escalation of Unresolved Accounts Receivable

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to escalate the matter of our unresolved accounts receivable, which have been outstanding since [Insert Date of Invoice]. Despite our previous correspondence and reminders, we have yet to receive payment for the following invoices:

- Invoice Number: [XXXX], Amount: [\$\$\$], Due Date: [Date]
- Invoice Number: [YYYY], Amount: [\$\$\$], Due Date: [Date]
- Invoice Number: [ZZZZ], Amount: [\$\$\$], Due Date: [Date]

As of today, the outstanding balance totals [Total Amount]. We value our relationship and hope to resolve this matter swiftly. Please provide an update on the status of these payments. If we do not receive a response by [Insert Deadline Date], we may need to explore further action.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]