

Invoice Batch Details

Date: **October 15, 2023**

To: **[Client Name]**

Address: **[Client Address]**

Email: **[Client Email]**

Batch Summary

Invoice Number	Invoice Date	Amount	Status
#001234	October 1, 2023	\$1,000.00	Paid
#001235	October 5, 2023	\$500.00	Unpaid
#001236	October 10, 2023	\$750.00	Paid

Total Amounts

Total Invoiced: **\$2,250.00**

Total Paid: **\$1,750.00**

Total Unpaid: **\$500.00**

Notes

Please ensure any outstanding invoices are addressed by the end of the month for budget tracking purposes.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]