

Invoice Batch Distribution for Payment Processing

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]
[Insert Company Name]
[Insert Company Address]

Dear [Insert Recipient Name],

We are writing to inform you that we have completed the invoice batch distribution for the recent period. Below are the details of the invoices included in this batch:

Invoice Number	Date Issued	Amount Due	Status
[Invoice #1]	[Date]	[Amount]	Pending
[Invoice #2]	[Date]	[Amount]	Pending

Please ensure that these invoices are processed for payment by the due date. If you have any questions or require further information, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]