

# Invoice Batch Notification

Dear [Recipient's Name],

We would like to inform you that your invoice batch has been processed and is now ready for payment as per the agreed schedule. Below are the details:

## Invoice Details:

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

Payment is due on or before the stated due dates. Please ensure that the payments are made in accordance with our agreed terms to avoid any late fees.

If you have any questions or require further clarification, feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]