

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Pending Receivables Reminder

I hope this message finds you well.

I am writing to follow up on the outstanding receivables that are currently due. As of today, we have not yet received payment for the following invoices:

1. Invoice #[Invoice Number] dated [Invoice Date] for [Amount]
2. Invoice #[Invoice Number] dated [Invoice Date] for [Amount]
3. Invoice #[Invoice Number] dated [Invoice Date] for [Amount]

The total outstanding amount is [Total Amount]. According to our records, the payment was due on [Due Date].

We kindly request your prompt attention to this matter and ask that the payment be processed at your earliest convenience. If you have already sent the payment, please disregard this letter.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]