Example
E-Mail Transmittal for Outstanding Accounts Receivable Status Report

Sample e-mail when there are outstanding accounts receivable:

For your information I have attached a summary of your outstanding accounts receivable based on transactions made in the Financial Information System up to <date>.

Please let me know if you have any questions or if there are other outstanding accounts receivables that do not appear on the list.

(Note – remember to include attachment)

- or -

Sample e-mail when there are no outstanding accounts receivable:

My records show that your department has no outstanding accounts receivable as of <date>.

Please let me know if you are aware of any outstanding accounts receivable so that we can help ensure receipt of those funds