

***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