

Instruction Letter for Clearing Outdated Collections

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Instruction for Clearing Outdated Collections

Dear [Recipient Name],

As part of our ongoing efforts to maintain accurate and up-to-date records, we have identified several accounts that require attention due to outdated collections. Please find the instructions below for clearing these accounts:

1. Review the attached list of outdated collections.
2. Verify the status of each account and determine if any actions are required.
3. For accounts that are deemed uncollectible, initiate the write-off process according to company policy.
4. Update the database to reflect the current status of these accounts.
5. Submit a summary report of the actions taken by [Insert Deadline].

Please ensure that all steps are completed in a timely manner to help us maintain our financial integrity. If you have any questions, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]