

Payment Portfolio Assessment Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about the assessment of your payment portfolio as part of our ongoing efforts to ensure compliance and optimal management of our financial relationships.

Our records indicate that you have [briefly explain details related to the assessment, e.g., outstanding balances, payment history, etc.]. As a result, we would like to schedule a meeting to discuss your portfolio in detail.

Please contact us at your earliest convenience to arrange a suitable time for this discussion. You can reach us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]