Arrears Situation Assessment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Assessment of Arrears Situation

We would like to bring to your attention the current status of your account with us. As of [Insert Date], our records indicate that there is an outstanding balance totaling [Insert Amount]. This situation has arisen due to [brief explanation of reason for arrears, e.g., missed payments, late fees, etc.].

We understand that circumstances may arise that can impact your ability to meet payment deadlines. Therefore, we would like to conduct a comprehensive assessment of your current financial situation to better assist you in addressing this arrears matter. Please provide us with the following information:

- Income details
- Monthly expenses
- Any significant changes in your financial situation

We value you as a client and are committed to working together to find a viable resolution. Please respond to this letter by [Insert Response Deadline] with the requested information. Our team will review your case and endeavor to propose a suitable plan moving forward.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]