

# Notification of Re-Aging Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that we have received your request for re-aging of your account. After reviewing your request and the details of your account, we would like to notify you of the following:

- Account Number: [Insert Account Number]
- Current Status: [Insert Current Status]
- Requested Change: [Insert Requested Change]

We aim to process your request by [Insert Processing Timeframe]. Should we require any further information or documentation, we will reach out to you directly.

If you have any questions or need additional assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]