

Accounts Receivable Assessment Report

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to present the Accounts Receivable Assessment Report for the period ending [Insert Date]. This report outlines our evaluation of the outstanding debts owed to [Your Company Name], providing insights into collection performance and outstanding balances.

Overview

The total accounts receivable as of [Insert Date] amounts to [Total Amount]. Below is a summary of the aging analysis:

Aging Category	Amount
Current (0-30 days)	[Amount]
30-60 days	[Amount]
60-90 days	[Amount]
Over 90 days	[Amount]

Recommendations

Based on our assessment, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Should you have any questions or require further clarification on this report, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]