

Accounts Receivable Performance Analysis

Date: [Insert Date]

To: [Recipient Name]

[Recipient's Address]

Dear [Recipient Name],

I hope this message finds you well. We have conducted a thorough performance analysis of our accounts receivable for the period of [Insert Period]. Below are the key findings:

1. Total Receivables

The total accounts receivable as of [Insert Date] amounted to [Insert Total Amount].

2. Aging Analysis

Our aging analysis indicates the following breakdown:

- Current: [Amount]
- 1-30 Days Past Due: [Amount]
- 31-60 Days Past Due: [Amount]
- 61-90 Days Past Due: [Amount]
- Over 90 Days Past Due: [Amount]

3. Collection Trends

Comparative analysis shows a [increase/decrease] in collections by [Percentage]% compared to the previous period.

4. Recommendations

To enhance our receivables management, we recommend implementing the following strategies:

- [Strategy 1]
- [Strategy 2]

We believe these steps will significantly improve our collection efficiency and reduce outstanding balances.

Thank you for your attention to this matter. Please feel free to reach out for any further information or clarification.

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