

Accounts Receivable Risk Evaluation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We have conducted a thorough evaluation of the accounts receivable for [Company Name] for the period ending [Insert Date]. Our objective was to assess the potential risks associated with outstanding receivables.

Summary of Findings:

- **Total Accounts Receivable:** \$[Insert Amount]
- **Aging Analysis:**
 - Current: \$[Insert Amount]
 - 30-60 Days: \$[Insert Amount]
 - 61-90 Days: \$[Insert Amount]
 - Over 90 Days: \$[Insert Amount]
- **High-Risk Accounts:**
 - [Client Name 1]: \$[Insert Amount] - [Reason]
 - [Client Name 2]: \$[Insert Amount] - [Reason]

Recommendations:

1. Implement stricter credit limits for high-risk clients.
2. Enhance follow-up procedures for overdue accounts.
3. Regularly review and adjust the aging analysis.

We appreciate your attention to this matter and stand ready to assist with any further questions or actions required.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]